



CRA

Computing Research
Association

Letter of Agreement – Collaborative Research Experiences for Undergraduates

I, _____ (student's name) accept the offer from the Computing Research Association (CRA) to participate in the CRA-W Collaborative Research Experiences for Undergraduates (CREU) program for the Academic year of 20 __ (year) to 20 __ (year). I will be working with my mentor, Prof. _____ (Faculty mentor's name) at _____ (Institution).

I will receive a stipend of \$3000 for expenses associated with my research project, representing 4 payments of \$750. Payment and reimbursement guidelines are described on the CREU Procedures and Requirements Summary webpage (<http://bit.ly/1HepHVU>).

I understand that any changes to this agreement require the prior permission of the CREU Program Chairs. For example, if some part of my research needs to be performed in a different location than noted above, then I must request and receive advance approval from both my mentor and from the CREU Program Chairs.

CREU awards are not for qualified tuition and related expenses but instead represent compensation for research services rendered as a condition of receiving the grant. They are reportable as gross income, but not as wages. I understand and agree that by participating in the CREU program I am considered an independent contractor and that the CRA is not required to withhold any taxes on these stipends and no such withholding shall be done. The CRA is required to issue 1099's or W-2's to independent contractors; these are mailed to participants in the spring, typically February. It is the responsibility of each recipient to properly report the award as taxable income on his or her tax return in the year received. I understand that I need to complete and submit a W-9 form to CRA before my stipend can be processed.

I understand and accept the terms of the above agreement.

Student's Signature: _____ Date: _____

Student's Name (print): _____

Student's Phone: (____) _____

Student's Email: _____

(CRA use only) Date received:
