

Harvard Law School  
Office of Clinical and Pro Bono Programs  
Grant Agreement - Clinical Travel

**Terms of Grant**

As a recipient of a Clinical Travel Grant from Harvard Law School, I hereby acknowledge my understanding and acceptance of the following terms of this grant that will come in the form of a mailed check or Zelle payment.

I am responsible for my own health and safety while at my placement. I agree to follow Harvard University's COVID-19 Travel Guidance.

I am responsible for making my own travel arrangements and obtaining any necessary travel documents.

I understand that I cannot receive funding for expenses incurred by someone else (e.g., a family member).

I understand that I must document the costs that I seek to have funded by this grant. I understand that I must obtain detailed receipts of my expenses and submit to OCP within 10 days of the last day of classes for that semester.

I understand that to receive my grant, I must have (1) submitted the required expense documentation as stated in the funding approval e-mail, (2) sent all of my weekly reflection emails to my faculty sponsor and to OCP if applicable, and (3) my Supervising Attorney must have submitted their evaluation of my performance or have requested an extension.

I understand that funding awards may be taxable in certain situations as noted on the [Harvard University Tax Office's site](#). I further understand that in such cases it is my responsibility to report this information to the U.S. Internal Revenue Service on my tax return, or that such taxes may be withheld from my award check if the Harvard University Tax Office deems it necessary. This grant is not a reimbursement.

Please note that Harvard University requires foreign individuals to complete an online program called Sprintax that collects tax-related information via a secure internet site, and you may receive emails inviting you to provide this information. This system automatically determines the individual's U.S. tax status, treaty eligibility, and tax withholding rates based on information provided by the foreign national. **To this extent, the final grant check amount may be less than the initial grant funding amount awarded by OCP.**

I understand that Harvard Law School reserves the right to seek repayment of grant funds for my failure to travel for my proposed project as specified in the application, or for any portion of the grant which I am unable to substantiate. I will notify OCP immediately of any change in my travel plans or in actual expenditure.