



FORD FOUNDATION
INTERNATIONAL
FELLOWSHIPS PROGRAM

April 29, 2008

Ms. MARCIANA GALAMBAO
Barangay Taytay
Duero Bohol
6309 PHILIPPINES

Dear Ms. MARCIANA GALAMBAO:

Congratulations on your selection as a Ford Foundation International Fellow.

I am pleased to forward to you the attached IFP Grant Agreement ("Terms and Conditions of IFP Grant") for your review. After you have signed the attached "Statement of Acceptance," please return it to the address indicated therein within 30 days from receipt of this letter. Keep one copy and translation, if any, for your records, and forward a copy to the Philippine Social Science Council, care of your IFP Contact Person (listed in Attachment B).

This Agreement includes information on the role of the various organizations responsible for assisting you with your grant, your responsibilities and reporting requirements during the grant term, health insurance, the circumstances under which your grant can be terminated or suspended, and a waiver of liability related to the organizations involved in awarding and administering your grant. At the end of this Agreement, you will find an explanation of the benefits included in your grant (Attachment A) and a summary of grant information (Attachment B).

After we receive your signed Statement of Acceptance, the next steps in the grant process will be:

- Arranging travel so that you can arrive at your host university;
- Arranging tuition and required fees, which will be paid directly to your university;
- Paying you a settling-in allowance and cash advance and/or reimbursement for pre-departure and post-arrival expenses; and,
- Making arrangements for your first quarterly payment for living expenses and certain one-time payments, based on your banking information in your host country. Please complete the enclosed banking form and return to the address indicated.

Your IFP Contact Person will be contacting you to explain how each of these steps will be taken for your particular case.

I extend you my sincerest wishes for a fruitful IFP experience and look forward to receiving a copy of your signed Statement of Acceptance to the terms and conditions of the IFP Grant Agreement within 30 days from receipt of this letter.

Cordially yours,

Dr. Joan Dassin
Executive Director, International Fellowships Fund, Inc.

Enclosures: Terms and Conditions of IFP Grant, Statement of Acceptance, Health Insurance Information, and Banking Information Form



FORD FOUNDATION
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Terms and Conditions of IFP Grant

April 29, 2008

The International Fellowships Fund, Inc. ("IFF"), is pleased to inform you, Ms. MARCIANA GALAMBAO ("Grantee" or "Fellow"), that IFF has awarded you a grant under IFF's Ford Foundation International Fellowships Program ("IFP") for an estimated 30 months beginning July 06, 2008 to cover costs relating to your study in the Dept of Tropical Plant & Soil Sciences at the University of Hawaii, Manoa. Attachment A covers annual payments and certain one-time payments that will not be renewed. You may receive notice reflecting any changes in payments to cover cost adjustments as necessary throughout your Fellowship. For multi-year grants, you will receive a Grant Renewal Letter confirming continued support, pending academic success. Grant funds will be disbursed by the Institute of International Education ("IIE") in New York City on behalf of IFF on a periodic basis and are to be used exclusively by you. Any funds not used for the purposes outlined in this Agreement must be returned promptly to IIE on behalf of IFF.

This grant will provide you with an opportunity to pursue a post-baccalaureate degree that will enhance your academic qualifications, leadership capacity, and social commitment in a field corresponding to one or more of the Ford Foundation's areas of endeavor. IFF underscores Ford Foundation's belief that education enables people to improve their own lives as well as to assist others in the common pursuit of more equitable and just societies. IFF expects you will honor your commitment to apply the enhanced knowledge and skills acquired during the course of your academic study to the betterment of your society.

As a Ford Foundation International Fellow, you are considered to be a private citizen retaining your right of intellectual, artistic, and personal freedom. All recipients of IFP grants shall have full academic and artistic freedom, including the freedom to write, publish, and create.

This Agreement and its attachments constitute the complete and exclusive understanding and agreement of the parties. It is important that you clearly understand all the information included in this Agreement. As a condition of receiving this grant, you must agree to the terms and conditions of the grant outlined in the Sections below and Attachments A and B by signing the Statement of Acceptance enclosed with the Agreement. Continuation of your grant is contingent upon meeting all the terms and conditions outlined below.

Section 1. Role of IFF, IIE, and Philippine Social Science Council Regarding Your Grant

Funded by a grant from the Ford Foundation, IFF works with various organizations worldwide that provide different types of services to the Program.

- 1.1 You have been assigned a designated IFP Contact Person who, in cooperation with staff at the Philippine Social Science Council ("PSSC"), will provide overall coordination of your grant, including but not limited to assisting with your annual budget preparation/projection and pre-academic/academic advice. In addition, your IFP Contact Person will be responsible for reviewing and approving program and budget-related issues as noted in this Agreement.

- 1.2 On behalf of IFF, and in consultation with PSSC, IIE in New York City will disburse grant funds to you and, in the case of tuition and fees, to the University of Hawaii, Manoa as required. A Grant Payment Officer at IIE will ensure timely disbursement of grant payments. You should directly contact the IIE Grant Payment Officer if an issue arises regarding payment of your grant funds. In the event you have additional questions regarding a grant payment, you should contact your IFP Contact Person.
- 1.3 The Ford Foundation, IFF, and PSSC may include information about you (including photographs, videos and other audio/video materials) and your grant in their publications, websites, research materials, and other publicity. By signing the attached "Statement of Acceptance," you give them the permission to do so.

Name, address, and other contact information for your IFP Contact Person and the IIE Grant Payment Officer can be found in Attachment B-Summary Grant Information. Please note that your IFP Contact Person may be affiliated with a different organization from PSSC.

Section 2. Your Responsibilities During the Grant Term

- 2.1. You are responsible, in coordination with your IFP Contact Person and/or IIE, for obtaining the necessary visa(s) for studying in your host country. You are responsible, in coordination with your IFP Contact Person and/or IIE, for obtaining the necessary visa(s) for studying in your host country. Under the US Exchange Visitors Program, the Institute of International Education will send you a DS-2019 form that will allow you to secure a US J-1 Visa. You should contact your IFP Contact Person if you have questions about how to use the DS-2019 form.
- 2.2. You are expected to undertake a full-time program of study at the University of Hawaii, Manoa, and to meet the academic requirements of University of Hawaii, Manoa and its Dept of Tropical Plant & Soil Sciences.
- 2.3. You are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity that is in keeping with the international spirit and intent of IFP.
- 2.4. You are expected to obey the laws of your home and host countries, as well as any international laws that may apply during the grant term. You are also required to abide by the rules and regulations of the University of Hawaii, Manoa.
- 2.5. You are expected to participate in any regional and/or international activities related to your IFP Grant and in the worldwide network of Fellows. Your travel-related expenses for these events will be covered directly by IFF.
- 2.6. You are not permitted to leave your host country for over 14 days without prior approval from your IFP Contact Person. The approval should be requested at least one month in advance of travel. This restriction is intended to minimize disruptions in your academic program and avoid visa-related problems. In the event that an emergency requires immediate travel, you must notify your IFP Contact Person within two weeks of your departure from your host country.
- 2.7. You are responsible for reporting grant funds to tax authorities and making all tax payments as required in accordance with the laws of both your home and/or host countries. For IFP Fellows who study in the US, funds for tax payments will be withheld from the fellowship payments and Federal Income Tax returns will be filed with the US Internal Revenue Service by IIE. Other US tax forms are the responsibility of the IFP Fellows.

- 2.8. You are not permitted to engage in any income-producing activities other than income-producing activities that are directly connected to your academic program such as a Teaching Assistantship. You must notify and receive approval by your IFP Contact Person prior to engaging in any such activities. IFF will determine whether all or any portion of this income will affect your grant award.
- 2.9. At the completion of your academic program funded by your IFP grant (the "grant end date" or upon degree completion, whichever comes first), you are responsible for observing all rules and laws governing return to your home country and for commitments made to any employers or other institutions. You are required to submit a request for return travel authorization to your IFP Contact Person at least 30 days prior to your grant end date, regardless of continuing your academic program or intent to begin a different program in your host country under different sponsorship. Failure to do so in this timely manner will result in your forfeiting the return travel/repatriation benefit (see Section 5.3).

Section 3. Your Reporting Requirements During the Grant Term

- 3.1. Academic Progress: You are required to inform your IFP Contact Person of your academic progress and to discuss with him or her any proposed changes in your current or future plans that differ from the terms and conditions authorized in this Agreement.
- 3.2. Grades/Transcripts: You are required to request the University of Hawaii, Manoa to send an official transcript of your grades to your IFP Contact Person within one month after the end of each of your academic terms.
- 3.3. Living Allowance: Your IFP grant includes a living allowance, which is a quarterly payment based on an annual budget towards your living costs such as housing, food, utilities, and local transportation incurred during the grant term. In the event that you leave the university for an approved holiday or research assignment resulting in savings on the living allowance, IFF may reduce this benefit. You are required to report to your IFP Contact Person any changes in your living situation during the period of the grant.
- 3.4. Professional Enhancement: At the discretion of IFF, up to US\$2,000.00 may be provided under your IFP grant for professional enhancement activities such as attendance at international meetings in your field. At least one month prior to the activity, a brief proposal for use of these funds must be submitted to your IFP Contact Person for approval. Thereupon, IIE will provide you with the approved funds. You are also required to forward to your IFP Contact Person a brief written report and summary of expenditures incurred within one month after completing any approved activity.
- 3.5. Family Fund: Under your IFP grant, funds are made available to enable you to meet family obligations and maintain contact with your home country and/or local community. You will receive a one-time allowance of US\$1,500.00 for this purpose. Requests for payment of this allowance should be made in writing to your IFP Contact Person at least one month prior to intended use of the funds and upon approval, this allowance will be paid to you by IIE. Information on uses of the funds should be included in your annual report (see Section 3.8).
- 3.6. Other Awards: You are required to notify your IFP Contact Person as soon as possible if you have been awarded any other grants or awards from any other source related to the academic study pursued under this grant. Such funds for expenses comparable to funds covered by the IFP grant will be deducted from your IFP grant.

- 3.7. Contact Information: You are required to keep your IFP Contact Person informed of any changes in your address and contact information (including telephone number and e-mail) throughout the term of your grant. This includes any changes that occur during university study, internships, and personal travel. You are also required to provide your IFP Contact Person with any changes in the name(s) and address(es) of the person(s) to be notified in the event of an emergency.
- 3.8. Annual Report: You are required to provide a narrative report on your IFP grant on an annual basis. This should include information on your academic progress, professional enhancement activities, use of the Family Fund, and comments and suggestions regarding IFP. In addition, you should attach a brief description of the use of the grant funds, including periodic and one-time payments. This should be submitted to your IFP Contact Person within a month of the completion of the annual academic year.
- 3.9. Additional Information: You may be required to provide, at the request of IFF and/or PSSC, other information at various times as reasonably requested by IFP or PSSC.
- 3.10. Emergency: You are required to report to your IFP Contact Person any short-term physical and/or mental illness or family emergency that prevents you from completing an academic term on schedule. Under such circumstances, IFF, in conjunction with PSSC, will decide on a course of action regarding your grant.
- 3.11. US Visa: You are required to comply with the US government reporting requirements for the Exchange Visitor Program, which includes forwarding copies of grades and transcripts and proof of accompanying dependent(s) health insurance (if applicable) to the East-West Center at the University of Hawaii, Manoa. The contact information for the East-West Center at University of Hawaii, Manoa, is:

1601 East-West Road
Honolulu, HI 96848-1601
USA

Section 4. Health Insurance

This grant includes health insurance for you, which will be provided under a global policy and purchased by IIE on your behalf. If you are studying outside your home country and a dependent(s) is(are) accompanying you, you are required to purchase health insurance for that(those) dependent(s). You must furnish your IFP Contact Person with written evidence of health insurance for that(those) dependent(s), within one month of arrival in your host country.

In accepting this insurance coverage, you agree that you will look exclusively to the benefits afforded by these policies to satisfy any and all claims against IFF, PSSC, IIE, or all other organizations involved in implementing this grant on account of accident, illness, or death regardless of cause during your assignment under this grant.

Section 5. Termination or Suspension of Your Grant

- 5.1. IFF reserves the right to terminate or suspend your grant in its sole discretion should IFF determine that you have not complied with any of the provisions of this Agreement. Your host university may also recommend to IFF that your grant be terminated or suspended. Specific grounds for IFF's termination or suspension of your grant include, but are not limited to:

- 1) Your violation of any laws and regulations of your home country or host country;

- 2) Your failure to observe satisfactory academic or professional standards or to complete to the satisfaction of all courses, research, or other work required during the term of your grant;
 - 3) Your ceasing to carry out your academic program at the University of Hawaii, Manoa any point during the grant term;
 - 4) Your leaving your host country without authorization of PSSC through your IFP Contact Person;
 - 5) Your engagement in any unauthorized income-producing activity;
 - 6) Your material misrepresentation in your application form or any other IFP documents relating to your grant;
 - 7) Your physical and mental inability to carry out your academic study; and
 - 8) Any actions you take during the grant term that would place at risk the work of IFF and/or your ability to effectively use the knowledge and skills you acquired in connection with this grant on behalf of your home country.
- 5.2. In the event conditions in your host country require your departure for reasons of personal safety or security, the status of your grant will be reviewed and modifications may be implemented at the discretion of IFF.
- 5.3. IFF reserves the right to revoke payment of return travel to your home country if you remain in your host country beyond the end date of this grant. In addition, if you leave your host country for unauthorized reasons during the grant term, IFF reserves the right to adjust the budget outlined in Attachment A. Exceptions to this policy must be authorized by the IFP Contact Person.

Section 6. Waiver of Liability

- 6.1. IFF, IIE, PSSC, and all other organizations involved in implementing this grant have no responsibility, financial or otherwise, in connection with any program or activity other than that specified in this Agreement and Attachments A and B.
- 6.2. Notwithstanding the foregoing, IFF, IIE, PSSC and all other organizations involved in implementing this grant will not be liable for any claim or claims made during or after the grant term arising out of or in connection with your grant or your fellowship program outlined in this Agreement, including your failure to enter upon or complete your fellowship program, and including but not limited to any claim arising from your death, personal or financial injury or any other claims whatsoever, and you hereby agree to waive any claim against any or all of IFF, IIE, PSSC, and all other organizations involved in implementing this grant or arising out of or in connection with your grant or your fellowship program.
- 6.3. You acknowledge that the Ford Foundation is not a party to this Agreement and you waive any and all claims against the Ford Foundation as a result of your entering into this Agreement or your participation as an IFP Fellow.

Attachment A
Summary of Benefits from July 06, 2008 through December 31, 2010

FUNDS PAID ON YOUR BEHALF PER YEAR

University Tuition/Fees

All applicable and approved charges for enrollment, instruction and required fees will be paid directly to the University of Hawaii, Manoa.

Health Insurance

Monthly premiums according to your location of study will be paid directly to the insurance provider by IIE-NY. You are covered up to a maximum of US\$250,000 per incident.

FUNDS PAID DIRECTLY TO YOU PER YEAR

Living Allowance

Your living allowance rate for Honolulu in UNITED STATES is US\$1,250.00 per month. The living allowance will be deposited in your bank account via wire transfer every three months after your initial post-arrival transfer. (Section 3.3)

Books/Supplies

You will receive an allowance of US\$1,000 each academic year toward the purchase of books and other supplies needed to facilitate your academic study.

ONE-TIME NON-RENEWABLE BENEFITS

Travel

If required, IFP will pay for two one-way or one round-trip economy transportation fare between your home and your host university. The type of ticket purchased on your behalf will depend on means of travel and the length of your grant.

Travel Allowance

Prior to your departure, PSSC through your IFP Contact Person will pay you US\$375.00 cash to contribute toward settling-in costs for when you arrive at your host university. These costs include ground transportation from the airport, such as taxi, train or bus. Upon departure, you will receive US\$375.00 to assist you with shipping and other expenses associated with your repatriation.

Computer and Accessories

You are allotted US\$1,500.00 toward the purchase of computer equipment and accessories of your choice. While not required, it is recommended that you purchase a laptop model for enhanced mobility and use while participating in academic, professional, regional and international activities. *Please Note:* You must submit proof of your computer purchase to your IFP Contact Person within one month of purchase.

Professional Enhancement Fund (PEF)

During the term of your grant, you will have access to a maximum of US\$2,000.00 in order to facilitate participation in professional activities outside your academic program. Such activities may include seminars, conferences, and other professional gatherings, that would enhance your academic and professional development, or research, internships required for you to complete your program but are not covered by IFP. In order to have access to the PEF, you must first submit a request to your IFP Contact Person for approval. (Section 3.4)

Family Fund

You will receive an allowance of US\$1,500.00 during the term of your grant to meet family obligations and to maintain contact with your country and/or local community. You must first submit a request to PSSC in order to receive payment(s) from this fund. (Section 3.5)

OTHER AWARDS

Any awards towards tuition expenses and/or living expenses will be deducted from your IFP grant.

NOTE: PSSC, through your IFP Contact Person will pay you a cash advance of US\$1,250.00 to facilitate banking and other settling-in expenses soon after the grant start date. This cash advance will be deducted from your first living allowance payment.

Attachment B
Summary Grant Information

FELLOW'S PERSONAL INFORMATION

Name: Ms. MARCIANA GALAMBAO
IFP Program ID: 15077085
IFP Sub-Account: FF47006
Grant Start Date: July 06, 2008
Grant End Date: December 31, 2010
Permanent Address: Barangay Taytay
Duero Bohol
6309 PHILIPPINES
063-92-05574829
masgally@yahoo.com

Date of Birth: July 12, 1978
Gender: FEMALE
Marital Status: SINGLE
Home Country: PHILIPPINES
Emergency Contact: Ms. Maura Galambao
63-910-7036901
maugally@yahoo.com

ACADEMIC PLACEMENT INFORMATION

University: University of Hawaii, Manoa
Department: Dept of Tropical Plant & Soil Sciences
University Address: East-West Center
1601 East-West Road
Honolulu
96848-1601 UNITED STATES

Student Advisor: Dr. Kim Small
IFP Scholarship Program Coordinator
1601 East-West Road
+1 808 944 7752
smallk@eastwestcenter.org

Field of Study: Tropical Plant and Soil Science
Degree Being Pursued: Master's
Length of Degree Program: 24

Arrival Date at University: July 6, 2008
Start Date-Academic Term: July 14, 2008
Academic Advisor: Dr. Kim Small
1601 East-West Road
808-944-7752
smallk@eastwestcenter.org

Specific Provisions of Admission: Pre-academic period of six months to include host university English training and preparatory/deficiency coursework.

GRANT CONTACT INFORMATION

IFP Contact Person: Ms. Maria Luisa Fernan
Philippine Social Science Council
PSSC Center
Commonwealth Avenue
Quezon City Diliman
PHILIPPINES
Tel +63 2 929 2671
Fax +63 2 929 2602
luisa.ifp.phil@pssc.org.ph

Grant Payment Officer: Yolande Zahler
Institute of International Education
809 UN Plaza, 8th Floor
New York, NY 10017-3580
USA
Tel +1 212 984 5501
Fax +1 212 984 5479
IFPFord@iie.org

HOUSING CONTACT INFORMATION

On-Campus Housing: Ms. Christie Silva
Reservations Supervisor
Honolulu 96848-1601
UNITED STATES
+1 808 944 7802
silvac@eastwestcenter.org

Off-Campus Housing: