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**Indo-U.S. Science & Technology Forum**

[***www.iusstf.org***](http://www.iusstf.org)

**Terms & Conditions for Women Overseas Student Internship**

1. The individual availing Women Overseas Student Internship award under the Indo-U.S. Fellowship for Women in STEMM would be called as “**Indo-U.S. Fellowship for Women in STEMM Overseas Student Intern**” or “**Indo-U.S. WISTEMM Intern**”.
2. Indo-U.S. WISTEMM Intern will be entitled to a **Stipend** of US$ 2,500 per month.
3. The Indo-U.S. WISTEMM Intern will be entitled to a comprehensive **Health Insurance** up to US$ 500 cover for the duration of the internship.
4. The U.S. federal regulations stipulate that Exchange Visitors/ Students have adequate health insurance cover during their stay in the U.S. It is critical that the insurance plan taken by the Indo-U.S. WISTEMM Intern meets the minimum insurance coverage requirements of the U.S. Host University. The Insurance cover rates vary according to the age of the Intern and the duration of their stay in the United States. The Medical Insurance cover has to be obtained by the Indo-U.S. WISTEMM Intern as per the Host University guidelines within the limit prescribed as part of Indo-U.S. WISTEMM Award. **If the Health Insurance budget exceeds, any additional amount have to be borne by the Indo-U.S. WISTEMM Intern herself.**
5. The Indo-U.S. WISTEMM Intern will be entitled to a **Contingency** up to US$ 750 to cover expenses including orientation, mentorship, field trips, U.S. visa and airport transfers in India and U.S.A. The expenses incurred needs to be supported with vouchers/receipts during the settlement of the award grant.
6. The Indo-U.S. WISTEMM Intern will be entitled to airfare of up to US $ 2,500.
7. **Air-tickets** for all the selected Indo-U.S. WISTEMM Interns would be provided directly by the IUSSTF Travel Desk (traveldesk@indousstf.org)by economy class and shortest route from their place of work in India to the U.S. host institute and back. Normally as per IUSSTF rules, reimbursements will not be provided for air-tickets purchased directly but under some exceptional circumstances IUSSTF may consider reimbursements as per the approved budget or actuals, whichever is less. **IUSSTF should be informed for ticketing at least 6 weeks before the date of travel.**
8. The fellowship grant would be disbursed to the Indo-U.S. WISTEMM Intern **through her Parent institution** in India. 90% of monthly stipend of the approved number of months along with 50% of Health Insurance and 100% Contingency grant would be disbursed as an advance grant. Balance 10% of the stipend amount, 50% of the Health Insurance would be settled at the time of the final UC/SE settlement, submission of the Fellowship Completion Report and other supporting documents. Parent Institution would be responsible for necessary foreign exchange disbursements against the grants provided by IUSSTF.
9. The grants as per the Award letter will be released based on the prevailing foreign exchange rate. Any difference in exchange rate will only be reimbursed by IUSSTF after the completion of the fellowship visit and on submission of UC/SE supported by foreign exchange conversion receipts. There will be a restriction on the maximum number of **Foreign Exchange Conversions** during the entire duration of fellowship as follows:
* For 0-3 months - one conversion.
* For 3-6 months - two conversions.

Any additional conversions have to be borne by the Indo-U.S. WISTEMM Intern. Accordingly, the financial authority concerned at the Parent Institution should confirm to the above.

1. In order to facilitate the advance grant transfer the Indo-U.S. WISTEMM Intern is requested to provide the following **Banking Details** of her Parent Organization:
* Name of the Beneficiary
* Account Number
* Account Type
* Bank Name and Address
* IFSC/RTGS Code number
* MICR No.
1. **Visa arrangements are to be made by the candidate directly.** The Indo-U.S. WISTEMM Intern has to apply for J1 visa. The IUSSTF WISTEMM Award letter can be used as a supporting document for the J1 visa application along with necessary documents from host institution i.e. the DS- 2019 form & an invite letter.
2. Once the award has been announced, the Indo-U.S. WISTEMM Intern should not deviate from the approved Title of the Proposal or identified Host Institution or Principal Investigator or Internship duration under normal circumstances.
3. The Indo-U.S. WISTEMM Intern will abide by the conduct, rules & regulations of the U.S. Host Institution and Country. IUSSTF will not be responsible for any contravention.
4. **Time frame for availing the fellowship:** Awardees have to commence their travel within four months from the date of the award announcement. No request for a waiver on any account will be considered thereafter. Failure to commence the fellowship within the stipulated period would cause the candidate to forfeit the Fellowship opportunity.
5. Ordinarily, the Indo-U.S. WISTEMM Intern is bound to utilize the complete duration of the approved internship. No deviations would be permissible. In case the Indo-U.S. WISTEMM Intern stays beyond the approved internship period, there will be no financial commitments/liabilities of IUSSTF.
6. In case of any emergency, IUSSTF may consider the request of the Indo-U.S. WISTEMM Intern to shorten the duration of the internship. If Indo-U.S. WISTEMM Intern is cutting-short her approved internship duration, stipend amount will be settled only for the actual duration of stay in the United States on a pro-rata basis.
7. Within 8 weeks of completion of the internship, the Indo-U.S. WISTEMM Intern must submit a detailed Internship Completion Report to IUSSTF along with other necessary documents (Utilization Certificate/Settlement of Expenditure) etc. towards the settlement of award grant in the prescribed formats.
8. **Termination/Foreclosure cases**: As per rules of the program, selected fellow must accept the Indo-U.S. WISTEMM terms & conditions stating that the internship would be treated as a grant-in-aid if the Indo-U.S. WISTEMM Intern returns to India after the successful completion or else it will be treated as a loan to Indo-U.S. WISTEMM Intern who do not come back or discontinue the internship midway.
9. All grant-in-aid awards are subject to availability of funding, either from internal resources or from external agencies, as the case may be. IUSSTF is not responsible if the Funding Agency, at any given point of time, withdraws the funding support to the Program due to unforeseen exigencies; or for any delays in fund release arising due to delayed receipt of funds from the Funding Agency.
10. No damages, direct or indirect, caused due to any eventualities during work, stay and travel, such as an accident, injury or illness shall be attributed to IUSSTF during the course of implementation of the Award or any period preceding/succeeding the Award.
11. IUSSTF reserves the right to amend its policies and priorities anytime, depending on circumstances, and such decisions shall be binding for all Awards.
12. With issues pertaining to conflict of interest or any other disputes, decision will be made on case-to-case basis in consultation with DST. **Decision of Secretary, DST in all cases shall be final and binding.**
13. As the Indo-U.S. Fellowship for Women in STEMM Award is funded by the Department of Science and Technology (DST), Govt. of India; the Indo-U.S. WISTEMM Intern will be governed by the DST/IUSSTF overarching framework of prevailing regulations and policies (such as the Open Access Policy) to the extent applicable.

**(P.T.O)**

**Acceptance of Women Overseas Student Internship Award under**

**Indo-U.S. Fellowship for Women in STEMM by Indo-U.S. WISTEMM Intern**

1. I have read the Terms & Conditions governing the Women Overseas Student Internship Award under the Indo-U.S. Fellowship for Women in STEMM as stated above and accept the same.
2. I abide by the terms and conditions laid by IUSSTF towards the utilization of grants and completion of the internship award.
3. I hereby undertake that I have not availed any other overseas fellowship to U.S.A. through any Government/public funding agency for a period of more than three months during last three years.
4. I hereby declare that the details furnished in my application for Women Overseas Student Internship Award under the Indo-U.S. Fellowship for Women in STEMM with DST/IUSSTF are true and correct to the best of my knowledge and belief. I undertake to inform you of any changes therein, immediately.

In case, any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and the fellowship would be cancelled or withdrawn by the competent authority, as per the rules.

(Signature):

Name:

Date:

Place:

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