



## Committing to Your Fellowship

### CONGRATULATIONS 2024-25 KENAN FELLOW!

You are ready to finalize your commitment to the 2024-25 cohort of Kenan Fellows. Please follow the steps below and plan for an exciting year of change and growth.

Go to [kenanfellow.org/welcome](https://kenanfellow.org/welcome) to download your acceptance packet. Once you have downloaded the acceptance packet and signed all of the necessary forms, visit <https://tinyurl.com/24-KFP-New-Fellows> to complete the intake form and upload your signed documents.

You will receive a separate email for completing an *IRS W-9 Form* and a *Vendor Enrollment Form* via Payment Works to process your stipend payments.

Below is a checklist of the forms and a list of action items. Please review the information carefully to ensure you have completed all the necessary steps. You must complete and submit all required documents by **Monday, March 25, 2024**.

If you have questions or encounter any issues, email **Linda Dion**, program coordinator, at [ldion@ncsu.edu](mailto:ldion@ncsu.edu).

### Acceptance Checklist

- Signed and returned *Kenan Fellows Statement of Commitment* (submit via intake form)
- Completed and returned *IRS W-9 Form* (You will receive an email to complete this form via Payment Works)
- Completed and returned *Patent and Copyright Agreement* (submit via intake form)
- Signed and returned *Photography and Publicity Release* (submit via intake form)
- Signed and returned *Fellowship Waiver* (submit via intake form)
- Completed and returned *Vendor Enrollment* form to have your stipend deposited into your bank account (You will receive an email to complete this form via Payment Works)

### Fellowship Action Items

Now that you have committed to your fellowship, please complete the following action items:

1. Complete the **NCCAT Application and Data Sheet** for the Kenan Fellows Program Professional Development Summer Institute: [NCCAT Registration and Data Form for Kenan Fellows](#)
2. Participate in the Orientation Webinar from **4-5 p.m., Wednesday, May 15**. You will receive an email with a Zoom link.



# Statement of Commitment

The Kenan Fellows Program for Teacher Leadership at NC State supports outstanding teachers in developing instructional and leadership skills that benefit their careers, their students, and advances the teaching profession. In support of this objective, attendance is mandatory at the Professional Learning Institutes and other scheduled events as required by your fellowship. **You must sign and submit this form through the New Fellow Intake form in order to confirm acceptance of your award.**

By the end of the one-year commitment, each Kenan Fellow will submit a final product that can be shared with others. The project can be a lesson plan or unit, a community engagement plan, a product for your mentor organization or a teacher training session. Please note that certain fellowship projects may require a specific product.

**By signing the Statement of Commitment, I accept the following responsibilities and any other responsibilities pertaining to my fellowship:**

- Participate in the online Orientation
- Complete the internship with mentor organization
- Attend the Summer, Fall and Spring Institutes, and complete feedback surveys
- Fulfill Third-Party Program Evaluation requirements (if participating)
- Periodically write reflections on your fellowship experience
- Create and implement a final product based on your fellowship
- Attend 2024- 25 Kenan Fellows & partners recognition celebration in the spring

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Print Name

Signature

Date

# Stipend Information and Schedule of Payments

## Stipend Stipulations

Kenan Fellows will receive a stipend for their professional time and development of a fellowship product. Stipend payments are contingent upon completion of program benchmarks. The first part of your stipend of \$3,000 will begin to be processed when all paperwork is received and communication with your mentor has begun around summer immersion dates. Payments typically take 6-8 weeks to be disbursed. This first payment can be expected by mid July. The remaining \$2,000 will be received at the conclusion of the fellowship year, typically by late May.

## Attendance

Kenan Fellows are required to attend the internship, Summer, Fall, Spring Institutes, and to deliver a final product to receive full stipend payment. You will be asked to sign in and out each day of the institutes. If you must miss or leave early from any portion of the institutes for any reason, your May 2024 stipend payment will be adjusted to reflect your absence at a rate of \$30 for each hour missed. We plan and, in many cases, pay for all aspects of the institutes in advance and need to ensure that no investment is lost. **Each Fellow is responsible for arranging for substitutes and substitute pay with their school and/or district.** Stipends are provided to cover all costs associated with substitute pay for our Fall and Spring Institute, and for travel to and from the Institutes. Many districts and schools have professional development funds set aside for teachers to use. Please discuss using these district and school funds for substitute pay with your administration. **Invoices sent to the Kenan Fellows Program will not be processed.**

## Payment Questions

Please contact **Cordella Rashid**, assistant director for finance, Kenan Institute for Engineering, Technology & Science, with stipend payment questions: [csrashid@ncsu.edu](mailto:csrashid@ncsu.edu) or 919-515-5118.

## Tax Information

N.C. State University reports stipends paid to Kenan Fellows on IRS Form 1099. You will receive a 1099 Form to file your tax return. Please direct all 1099 questions to [1099\\_questions@ncsu.edu](mailto:1099_questions@ncsu.edu).

**Please consult a qualified tax adviser for information on proper tax treatment of the stipends. The Kenan Fellows Program does not provide individual tax advice and cannot assure the reliability of tax information.**

**NORTH CAROLINA STATE UNIVERSITY**  
Kenan Fellows Program

**Patent and Copyright Agreement**

**To be Completed by ALL Kenan Fellows**

I have read and I understand North Carolina State University's Patent Procedures, <http://www.ncsu.edu/policies/research/POL10.00.01.php> (Patent Procedures), and the Kenan Fellows Program Policies and Procedures (KFP Policies and Procedures). I also understand that compliance with the Patent Procedures and Kenan Fellows Program Policies and Procedures is a condition of my being a Kenan Fellow at North Carolina State University.

I, therefore, agree to abide by the Patent Procedures and KFP Policies and Procedures, including any amendments which may be adopted from time to time.

I acknowledge my obligation to communicate promptly to the University Office of Technology Transfer and the Kenan Fellows Program a full and complete disclosure of all inventions and works, in any form, created during my participation in the program. Works of authorship and contributions to works of authorship created by my performance in this program are hereby agreed to be "works made for hire" within the meaning of the North Carolina State University Copyright Regulation, (<http://policies.ncsu.edu/regulation/reg-01-25-03>), and 17 U.S.C. 201. Furthermore, I will assign, and hereby do assign, to the University my right title and interest in all inventions that I conceive or reduce to practice, and in all works that I create during the course of my participation in the program, or in connection with my use of university facilities or funds administered by the University.

In the event that the University determines, in its sole discretion, to pursue patent, copyright registration, or other intellectual property protection, I agree to execute any assignments or other documents necessary to comply with the terms of the Patent Procedures and KFP Policies and Procedures, and to cooperate in the preparation of any applications and other documents necessary in prosecution of the patent or filing for copyright registration with the United States Copyright Office. I also understand that University's funding agreements with third parties, including the United States Government, impose certain obligations with respect to rights in inventions and works, and, when requested to do so by University, I will execute assignments or other documents necessary to comply with the terms of the funding agreements.

I understand that, unless otherwise specifically agreed in writing, I am entitled to a percentage of royalties received by University from the commercialization of my inventions, as set forth in the University's Patent and Tangible Research Policy, POL 10.00.01, as may be amended from time to time.

I do not have any employment, consulting or other agreement with any third party which grants rights that are in conflict with this Agreement, and I agree that I will not knowingly enter into any such agreement.

\_\_\_\_\_  
Fellow's Full Name (Typed or Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (By my signature on the line above, I hereby agree to abide by the Patent Policies and Kenan Fellow Program Policies and Procedures of North Carolina State University.)

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Witness



I give permission to NC State University to take and publish photographs, video, audio or other impressions of my image or voice (collectively “photographs”). I understand that I will not be compensated for any photographs or other likeness that may be used in this capacity.

I give permission for my photographs or other likeness to be used by NC State and its affiliates without compensation for noncommercial news, advertising, publications, editorial, promotions and/or any other purpose in print and electronic media (including the World Wide Web) and to copyright the same. I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I expressly release NC State, its agents, officers, licensees and assigns from any and all claims which I may have for invasion of privacy, right of publicity, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such photographs.

I have read the foregoing, and I fully understand the contents, meaning and impact of this release.

If the participant is under the age of 18, a parent or legal guardian must sign.

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Full Name

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Parent Full Name

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Signature

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Parent Signature

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Date

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Date

# NC STATE UNIVERSITY

## LIABILITY WAIVER, ASSUMPTION OF THE RISK, AND INDEMNIFICATION AGREEMENT

In consideration for being allowed by NC State to participate in the Kenan Fellows Program and its related activities, (including educational and recreational activities), (collectively hereinafter “Program”) the undersigned hereby agrees as follows:

I do hereby affirm and acknowledge that I am participating in the Program for my own personal benefit, and have been fully informed of the inherent and potential hazards and risks to me associated with participation in the Program and any physical exertion required therein. I understand and acknowledge that the inherent dangers and physical risks involved in the Program are such that no amount of care, caution, instruction or expertise can eliminate. These dangers and risks include, but are not limited to, loss or damage of personal property, broken bones, strains, sprains, bruises, heart attacks, heat exhaustion, concussions, and other personal injuries, or even death, that could result from tripping, falling, contact with other individuals, exposure to temperature extremes or inclement weather, sun hazards, equipment failure, and vehicle accidents while traveling to and from the Program’s sites. I assume responsibility for all risks, known and unknown, involved to me and my property in the aforementioned activities, and I am voluntarily participating in reliance upon my own judgment and knowledge of my experience and capabilities.

I understand that the determination of my ability to participate in the Program should be made by my physician if necessary. I understand that I need the approval of a physician if I am uncertain as to my physical fitness for the rigors of any Program activities.

I shall indemnify and hold harmless NC State, its trustees, officers, employees and agents from any liability, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorney’s fees, arising from or proximately caused by my participation in the Program, including any travel. I further agree to accept and assume for myself, my assigns, executors, and heirs any and all such risks and losses that may occur.

I have read the Program’s rules and procedures and hereby accept the rules and procedures of the Program described therein. I understand that the Program has the authority to establish and enforce other rules and procedures in addition to these.

I further agree that this agreement shall be governed by and interpreted in accordance with the laws of the State of North Carolina. The terms of this agreement are severable such that if one or more provisions are declared illegal, void or unenforceable, the remainder of the provisions shall continue to be valid, enforceable, and binding upon the parties.

I understand that this is a legal document which is binding on me, my heirs and assigns and on those who may claim by or through me. I am eighteen years of age or older, and have full capacity to enter into this agreement and do so voluntarily.

**I HAVE READ THIS AGREEMENT, I UNDERSTAND IT AND I AGREE TO BE BOUND BY IT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_