

### **AFTE Member Rules & Assurance Form**

1. Details of this proposal will be kept confidential within the committee and the Board. However, the project(s) receiving an assistantship may have the project chairman's name and project title published in the AFTE Journal prior to the project's completion.
2. AFTE will provide 10-20% of the financial assistance as "seed money". The balance of the approved funds will be forthcoming once an approved AFTE Article has been submitted to the R&D Committee. (Reviewed, Re-edited by the author, if necessary, and approved by the R&D Committee)
3. No later than six months after the completion date of the project, a written article must be submitted to the R&D Committee in the required format for the AFTE Journal along with a written report detailing the utilization of the assistantship money.
4. AFTE reserves the right to publish all assistantship recipient's work and/or have it presented at the annual training conference regardless of the R&D project outcome.
5. AFTE accepts no responsibility, financial or otherwise, beyond providing the limited assistantship.
6. The R&D Committee must be notified of, and kept informed of, any conditions which will prevent the project from being completed by an agreed upon date.
7. Progress reports are to be submitted as requested by the committee.
8. Expenditures must be supported with receipts (documenting amount, to whom, and for what), an invoice, and/or canceled check.

I have read the above and agree to adhere to the rules and assurances set forth by this committee.

Printed Name:

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

AFTE Membership Number:

Project Title:

Date: