

COLLEGE OF ARTS AND SCIENCES

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SUBMISSION DATE

An electronic copy of the application package must be submitted via the Google Form by October 15. If the 15th falls on a weekend or holiday, proposals are due on the next business day.

PROPOSAL REVIEW

Proposals will be reviewed by a panel consisting of the Associate Deans of the College. Criteria for the award include feasibility of the proposal, clearly defined structure of the research or study plan, and the benefits of travel to the designated foreign country. Interdisciplinary proposals or those that have ~~to~~ funding commitments from the department and/or other sources will be viewed very favorably.

NOTIFICATION OF AWARD

The Associate Dean for Research and Graduate Affairs in the College of Arts and Sciences will notify submitters of the results of the review. Awardees must work with staff in their home departments to arrange disbursement of the funds as needed. For travel arrangements, care must be taken to adhere to university policies for preapprovals. Be sure to review the policies specific to graduate student travel on the CAS website under 'Faculty & Staff Resources', 'Travel Policies and Procedures' before booking any travel. Unapproved travel will not be reimbursed.

AWARD PERIOD

Funds awarded must be used within the time period specified in the proposal. Any funds remaining after the end date of the project must be returned to the College.

PROPOSAL REPORTING

A brief report of not more than one page (single spaced) must be submitted to the Associate Dean for Research and Graduate Affairs within 30 days of the end date of travel. The report must describe to what extent the proposed outcomes were achieved.

PROPOSAL REVIEW CRITERIA

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2. Research Quality (15 points)
 - a. How important is the proposed travel to advancing knowledge and understanding within the student's discipline or across disciplines?
 - b. To what extent does the proposed activity suggest or explore creative or original concepts?
 - c. How well conceived and organized is the proposed project?
3. Educational Value (15 points)
 - a. To what extent is the proposed travel an appropriate and valuable educational experience for the student? Does the project represent a true expansion or critical component of the student's research?
 - b. Has a clear description been provided for how the travel will enhance the student's dissertation research? Are specific plans described in the proposal for presenting data gathered during the travel (e.g. conference presentations, manuscripts)?

For each criterion, the following scale will be used:

- 5 – Excellent
- 4 – Very good
- 3 – Good
- 2 – Fair
- 1 – Poor or not addressed