



## Request for Proposals – 2024-2025 Undergraduate Student Travel

The College of Arts and Letters (CAL) seeks proposals for travel funds from full-time undergraduate students in the college. Proposals will be accepted until funds are expended. Proposals must be submitted prior to the dates of travel. **Funds for travel MUST be expended by May 2, 2025, and all paperwork completed by June 2, 2025.**

### Purpose

Our goal is to facilitate student presentations across disciplines of the college by helping to support student travel expenses. Competitive funding is expected to be available for up to \$500 per student for research or creative activity presentations at conferences, exhibits, or recitals (or similar dissemination of research or creative activity). Priority will be given to presentations of original student work at such venues.

### Eligibility

Full-time undergraduate majors in the College of Arts and Letters are eligible to apply. Travel must occur during the period of time that the student is enrolled as a full time undergraduate student. The proposal must be endorsed by a College of Arts and Letters faculty sponsor, and the presentation must relate to the student's College of Arts and Letters major. Students are limited to one award per academic year.

### What to submit

Proposals are limited to two pages, single-spaced, and must include the following:

- **Identification:** Please provide your name, Bengal ID, degree program (BA, BS, etc.) and major, expected date of graduation, and name of faculty sponsor.
- **Destination:** Provide your destination and expected travel dates.
- **Purpose:** What is the specific purpose of the proposed travel? Have you submitted a proposal for a conference presentation? If not, when do you expect to submit a conference proposal? When do you expect notification of acceptance for the conference presentation?
- **Rationale:** What is the justification for the proposed travel? How will it enhance your educational training and professional record?
- **Budget:** Provide an estimate of expected travel costs. **Indicate what other sources of funding you have applied for (e.g., from ASISU) and amount received.**

Proposals must be in Word or PDF formats and submitted as email attachments. Send proposals to Carrie Page ([carriepage@isu.edu](mailto:carriepage@isu.edu)). Separately, a faculty sponsor will need to verify they have reviewed and approved the proposal (no more than a brief paragraph is needed). Faculty sponsor approval may be sent to Carrie Page by email.

**Review process**

Proposals will be reviewed by college leadership and evaluated according to the eligibility and purpose stated above.

**Restrictions**

Travel awards will be granted for the specific travel indicated in the proposal. Awards are not transferable to different destinations, purposes, or travel dates. All ISU travel guidelines must be followed. No blanket proposals are allowed. Proposals that do not include a specific destination and specific travel dates will be rejected.