

COLLEGE OF ARTS AND SCIENCES

GRADUATE STUDENT FOREIGN TRAVEL FUND

The Graduate Student Foreign Travel Fund is intended to encourage travel that would significantly enhance a graduate student's training by research or study abroad, whether during the summer or the academic year. In addition to personal development and enrichment, travel abroad can enhance the student's research skills, expand research networks, provide access to specialized equipment and expertise, develop cultural diplomacy skills, and ultimately improve career prospects. The proposed research or study abroad must be clearly structured and ideally would build upon international connections already existing among CAS faculty. Awards may be used to defray costs in connection with travel, housing and books, but may not be used for travel to conferences since graduate students can apply to the GSA for that purpose.

ELIGIBILITY AND FUNDING

Applications are invited from graduate students who are in good standing in the College of Arts and Sciences. Proposals are expected to be written by the student applicant under the guidance of the faculty sponsors at the home and/or foreign institutes; SLU sponsors must have Graduate Faculty status. Applicants may request a maximum of \$1000 to support the proposed project. Only one proposal per department or program may be submitted. In the case that multiple proposals exist, departments are responsible for selecting the proposal that will be sent forward for College consideration. The College will fund one travel award each academic year, contingent upon available funding.

PROPOSAL FORMAT

1. Cover sheet
 - a. Name of graduate applicant
 - b. Name of faculty sponsors (local and foreign)
 - c. Department (SLU)
 - d. E-mail addresses of applicants and sponsoring faculty
 - e. Title of project
 - f. Dates of foreign travel for proposed research project or study
 - g. Signatures of sponsoring faculty member(s) and the Departmental Chairperson or Graduate Program Director
2. Project description (two-page limit, single-spaced); must include a description of proposed outcomes
3. Literature cited (one-page limit)
4. Budget
 - a. itemized budget for funds requested from the College
 - b. co-funding (if any) from department(s) or other sources; indicate whether co-funding has been secured or applied for, or if it is contingent upon College funding

The completed application (including all required signatures) should be assembled and converted to pdf format prior to submission. Do not submit any additional documents not specified above. *Proposals that do not follow the required format will be returned without review.*

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SUBMISSION INSTRUCTIONS

An electronic copy of the application package must be submitted to Associate Dean Kathleen Llewellyn (kathleen.llewellyn@slu.edu) and must be received 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. Review criteria are provided on the following page. Interdisciplinary proposals or those that have co-funding commitments from the department and/or other sources will be viewed very favorably.

NOTIFICATION OF AWARD

The Associate Dean for 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.

Students who receive university support for international travel must purchase travel insurance that covers health care, medical evacuation and repatriation through the International Services [website](#). No travel award will be made without proof of insurance.

AWARD PERIOD

Funds awarded must be used before the end of the fiscal year of the award (June 30). Any funds remaining after that date will return to the College.

PROPOSAL REPORTING

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

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PROPOSAL REVIEW CRITERIA

Proposals will be reviewed using the following criteria. A maximum score of 50 is possible.

1. Project Feasibility (20 points)
 - a. Is the destination of foreign travel well-justified and necessary to the student's research?
 - b. Do the proposed activities to be carried out during the trip represent a unique or innovative approach to the research question?
 - c. Is the funding requested reasonable and appropriate for the proposed trip? Is any co-funding available to supplement the requested funding?
 - d. Are the planned activities practical and achievable within the scope of the proposed travel? Is the duration of the travel clearly justified and appropriate?
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