

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 15<sup>th</sup> 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

