

**Faculty-Led Study-Travel Proposal**

*Please type into this document. Use extra space as needed.*

*Please do not convert this form to a .pdf; leave it in .docx format.*

**Date of Proposal Submission:** 00/00/00

**Project Title:** Click in grey fields to enter text.

**Category:**

**[ ]  Group Travel for Study or Research in Literature or Language**

**[ ]  Writing or Language Immersion**

 **Retreat**

**[ ]  Service Project in Literature and**

 **Language**

**[ ]  Course-Related Field Work in**

 **Literature or Language**

**Faculty or Staff Leader Name/s and Position/s:**

**Proposed Travel Dates:**

**# of students traveling:**

**Is this a course-linked trip?** **[ ]  Yes** **[ ]  No**

*If yes:* Code and Title of Course:

**Abstract: State the destination, main goals, and central activity of the trip in 150 words. If your proposal is funded, this abstract may be used to publicize the trip.**

**Narrative** (~800-1,000 words; **no more than**1,500 words. Please include entire narrative on this form; do not submit a separate document):

Describe your proposed study-travel experience in literature or language, focusing on the learning goals of the trip and the central questions or topics that the participants will investigate. The relevance to curricular programs in literature and language at Hendrix College should be made clear. Students should not be merely passive tourists but should plan to involve themselves actively in research, learning, or field investigation that results in a specific product, such as a presentation, research findings, or reflective paper, which must be specified here.

**Required Reading or Other Trip Preparation:** What background reading, pre-trip meetings, or other preparation, if any, will students do? (This component is not required—we’re just interested.)

**1. How will the student travelers be selected?**

**2. Does the proposed travel involve on-site hosts or sponsors (such as a conference, literary foundation, agency, or academic institution)?** **[ ]  Yes** **[ ]  No**

 If so, please provide the host organization’s web address:

 Has Hendrix previously attended or had an affiliation with this organization? How so? In what

 years? Supply any relevant details.

**3. Are you seeking for this trip to bear Odyssey credit?**

 *If yes:* Which area? [ ]  AC [ ]  SP [ ]  UR [ ]  GA [ ]  PL [ ]  SW

**Budget:** Please supply precise details in the table below. Cells will expand as you type.

|  |  |
| --- | --- |
|  **PROJECT EXPENSE ITEMS** |  **AMOUNT** |
| 1. Education costs: Conference registration, tuition, library usage fee, etc. (please itemize)       | $       |
| 2. Air travel (round-trip, coach fare from Little Rock) (We recommend that students book their own flights, especially when leaving from or returning to different airports. For  budget purposes assume all flights to/from LIT.) $       x (      of travelers)  | $       |
|  3. Ground travel (i.e., vehicle rental, mileage, airport parking & transfer expenses, public transportation at destination) (For course-related field work, figure $0.56/mile x the estimated number of cars needed.)       | $       |
|  4. Meals (Specify meal plan\* [$      x       of travelers] or calculate per diem as [      days @ $35\*\*] x       of travelers) \*Full or half-board meal plans, when available, are the preferred option for student meals.\*\*Reduce this in sites where the cost of food is appreciably lower. | $       |
|  5. Lodging (2-3 per room, ensuring gender separation, + private room for  faculty member/s) (please itemize) [      nights @ $     ] x       of travelers | $       |
|  6. Other:      For faculty stipends, please use Hendrix’s standard amounts:Summer travel with students: $1,000 per week plus FICA*These amounts represent the maximum allowed.  Faculty members are encouraged to budget full compensation for themselves at these rates, but may request less.* | $       |
|  7. Project Expense Total | $       |
|  **COST OFFSETS**  |  |
|  8. Student Monetary Contribution: $      x [      of students] | $       |
|  9. Other Grants or Funding List any additional sources of funding this trip for which you have applied or  which you have already received, such as an Odyssey grant, Odyssey Professorship, Faculty Travel Grant, other departmental or Hendrix grant, or  external grant.       | $       |
|  10. In-Kind Non-Cash Donations List—but do not subtract—any in-kind contributions to the trip (for example, if  someone is staying with family and thus does not have lodging expenses; special discounts or fee waivers; comped meals; etc.)       |  -------------- |
|  11. Total Cost Offsets: Sum of Student Monetary Contributions (line 8) +  Other Grants or Funding (line 9) | $       |
|  12. Subtract Cost Offsets Total (line 11) from Expenses Total (line 7) | –$       |
| **TOTAL AMOUNT REQUESTED FROM HENDRIX-MURPHY FOUNDATION** | **$**  |

***Please read and sign if you agree:*** If this study-travel experience is funded, I will

* before the trip, require student-travelers to complete Hendrix’s online consent forms;
* (for international travel only) require students to attend the Students-Away Orientation sponsored by the Office of International Programs;
* after the trip, submit all reimbursable receipts to the Hendrix-Murphy Foundation;
* assist in evaluation and assessment by tracking numbers of participants and estimated active learning-hours (excluding sleep and travel time) and gathering evaluative comments from the participating students;
* credit the Hendrix-Murphy Foundation Programs in Literature and Language in any publicity or publications involving this project.

 Printed signature

**Deadlines**

**October 1** for winter and spring projects;
**February 1** for spring and summer projects;
**April 1** for late-developing summer projects and fall projects

***Please email the completed application and any supporting materials to***

***Hendrix-Murphy@hendrix.edu*** ***with a cc to your department and area chairs.***

***Thank you for your proposal!***