

**Faculty-Led Campus Project**

 **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:** 00/00/0000

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

**Category:**

**[ ]  Literature or Language-Related Book Group**

**[ ]  Collective Reading**

**[ ]  Service Project in Literature and Language**

**[ ]  Research Project in**

**Literature or Language**

**[ ]  Other Activity in Literature or Language**

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

**Proposed Activity Dates:**

**# of students participating:**

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

*If yes:* Code and Title of Course:

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

**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 project in literature or language, focusing on its learning goals and intended outcome. The relevance to curricular programs in literature and language at Hendrix College should be made clear.

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

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

**2. Does the proposed project involve partnership with other campus organizations?** **[ ]  Yes** **[ ]  No**

 If so, please name the organizations and provide details about their willingness to partner with you on the project and what they will do.

**3. Are you seeking for this project 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 fees, etc. (please itemize)       | $       |
| 2. Meals (Specify meal plan\* [$      x       of travelers] or calculate per diem as [      days @ $35] x       of travelers) | $       |
|  3. Other (Please itemize and provide all relevant details)       | $       |
|  4. Project Expense Total | $       |
|  **COST OFFSETS**  |  |
|  5. Student Monetary Contribution: $      x [      of students] | $       |
|  6. 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.       | $       |
|  7. In-Kind Non-Cash Donations List—but do not subtract—any in-kind contributions to the trip (for example,  special discounts or fee waivers, comped meals, etc.)       |  -------------- |
|  8. Total Cost Offsets: Sum of Student Monetary Contributions (line 5) +  Other Grants or Funding (line 6) | $       |
|  9. Subtract Cost Offsets Total (line 8) from Expenses Total (line 4) | –$       |
| **TOTAL AMOUNT REQUESTED FROM HENDRIX-MURPHY FOUNDATION** | **$**  |

 ***Please read and sign if you agree:*** If this project is funded, I will

* 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!***