

**Student Cocurricular 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.*

*The Foundation recommends that you consult our* [*proposal guidelines*](https://www.hendrix.edu/HendrixMurphy/hendrixmurphy.aspx?id=80440) *and* [*line-by-line instructions*](https://www.hendrix.edu/HendrixMurphy/hendrixmurphy.aspx?id=80440#filling) *in completing this form. Students are strongly encouraged to meet with Hendrix-Murphy staff well in advance of the proposal deadline and to submit a draft of their completed proposal form to Hendrix-Murphy staff for review and advice at least 7 days before submitting it for final consideration.*

**Deadlines**

**5:00 p.m.** on:

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

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

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

**Applicant’s Name:**

**Student ID #:**

**Category (Check all that apply):**

[ ]  Independent Study-Travel in Literature and

 Language

[ ]  Independent Research in Literature and

 Language

[ ]  Independent Project in Creative or Dramatic

 Writing

[ ]  Literary or Language Conference or Institute

[ ]  Service Project in Literature and Language

[ ]  Literature- or Language-Related Internship

[ ]  Research Assistantship in Literature and

 Language

[ ]  Other (briefly characterize):

**Applicant’s Major:**

I am currently a [ ]  freshman [ ]  sophomore [ ]  junior [ ]  senior

**Are you a Murphy Scholar?** [ ]  Yes [ ]  No

**Proposed Dates of this Project or Activity:**

**Proposed Destination/s:**

Is there a U.S. State Department Travel Alert or Warning for the Location? Yes/No

If so, please copy and paste travel alert or warning below:

Paste State Department information here.

**Abstract: State the main goals and central activity of the project (and, for a trip, the destination/s) in no more than 150 words. If your proposal is funded, this abstract may be used to publicize the experience.**

**Partner Organizations**

**1. Does the proposed project involve any partner organizations outside Hendrix (such as a conference, literary foundation, agency, or academic institution)?** [ ]  Yes [ ]  No

 If so, please provide the host organization’s web address (to an English version, if possible):

 Copy and paste website address here.

**2. Does this project require acceptance by the partner organization?** [ ]  Yes [ ]  No

If so, have you formally applied? [ ]  Yes [ ]  No

Have you been notified of acceptance? [ ]  Yes [ ]  No

If not, please give the expected notification date: 00/00/00

**Odyssey Credit**

 **3. Are you seeking Odyssey credit for this project?**

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

Briefly state what your reflection component will be (even if described at greater length in your narrative). For PL, SP, and SW, please check: [ ]  I understand that I am required to keep an hours log.

*Be sure your project meets all criteria for that category—see the current Odyssey Program Guide for details. At the conclusion of your project, you must turn in a Project Completion and Transcript Notation form*

 *to the Odyssey office.*

**Project Supervisor**

**4.** Name of Hendrix faculty or staff member who has read this proposal and has agreed to oversee the project. **By stating your project supervisor’s name on the form, you are affirming that you have talked over your project and that she or he has agreed to supervise it.** Hendrix-Murphy will elicit an emailed statement to this effect. Enter project supervisor name here.

*NOTE: If you are seeking Odyssey credit, this can be the same as your Odyssey project sponsor.*

*If you are planning a research assistantship in literature or language, the professor whom you are assisting will be your project supervisor.*

**Reading List**

**5.** What background research or reading will you do, or have you done, for this project? (Please indicate which books you have already read.) This might include background preparation that got you interested in this topic as well as further reading and research you expect to do once the project is underway. (Note: Books and other materials for background reading are not ordinarily covered as project expenses.)

**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 the central questions or topics you will investigate. The relevance to your studies of literature or language should be made clear. For study-travel experiences, show how you will be not merely a passive tourist but an inquisitive, active scholar. Identify what it is you hope to learn or achieve in the course of this experience as well as the outcome—a completion piece such as a presentation, measure of fluency, other written work, and/or a reflection paper.

**Completion Piece** (Briefly specify the type of completion piece that you intend to submit at the end of your project):

**Budget**

 If your project entails no expenses (as for certain projects undertaken by Murphy Scholars to obtain program credit), check here: [ ]

 Otherwise, supply precise details as requested below. Also provide any brief explanatory comments that will help the review committee understand your budget. Table 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--\*If leaving from/returning to a different airport, please explain.)  $       x       (# of travelers)  | $      |
|  3. Ground travel (i.e., vehicle rental, mileage, airport parking & transfer expenses, public transportation at destination) | $      |
|  4. Meals – Specify meal plan\* [$     ] and/or show a calculation based on the following: * For unpaid internships, independent projects, or other situations where a meal plan is not available, apply a flat stipend at the rate of $300/week (based on 40-hour week) + the Hendrix share of FICA expenses (7.65% of gross salary). NOTE: Stipends are regarded as taxable income. The recipient’s FICA expenses will be deducted from the gross salary.
* For short-term travel, or if no meal plan is available, calculate per diem as [     ] days @ $35.\*\* Per diem requests must conform to the *Hendrix College Travel Policy.*

\*Full or half-board meal plans, when available, are the preferred option for student meals. \*\*Reduce this amount in sites where the cost of living is appreciably lower. | $      |
|  5. Lodging – Show all calculations.Prepaid lodging reservations are reimbursable with adequate receipts. Otherwise, with adequate receipts, lodging costs must be reimbursed after the fact. | $      |
|  6. Other | $      |
|  7. Project Expense Total | $      |
|  **COST OFFSETS** |  |
|  8. Your Monetary Contribution | $      |
|  9. Other Grants or Funding List and specify the amounts of any additional sources of funding for which you have applied or which you have already received, such as an Odyssey 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 and their  estimated value (for example, if you are staying with family and thus do not have  lodging expenses; special discounts or fee waivers; comped meals; etc.)       | $      |
|  11. **Murphy Scholars only; non–Murphy Scholars, go on to l. 12**Amount To Be Applied from your Murphy Scholar Study-Travel Allowance Fund **(Murphy Scholars only,** please note: * You must use your Murphy Scholar Funds in entirety before requesting funding from other campus sources. Some exceptions apply; for details, see *Hendrix-Murphy Proposal Guidelines.*
* The line 11 total, combined with what you have previously spent from your Murphy Scholar Study-Travel Allowance Fund, should not exceed $4,000.)
 | $      |
| 12. Total Cost Offsets: Sum of Your Monetary Contribution (line 8) and Other Grants or Funding (line 9), + contribution from your Murphy Scholar Fund, if any (line 11) | $      |
| 13. Subtract Cost Offsets Total (line 12) from Project Expense Total (line 7) | –$      |
| **14. TOTAL AMOUNT REQUESTED FROM HENDRIX-MURPHY FOUNDATION****(Murphy Scholars only,** please note: The line 14 total should not include the amount you are seeking to use from your $4,000 Murphy Scholar Fund. It is for any funding you are requesting over and above that amount, which must be spent in entirety before any additional requests would be granted. Any additional grants over $4,000 that are made to Murphy Scholars would come out of extra–Murphy Scholars Program funding and are handled as part of the normal competitive funding process for those categories.) | **$** |

If there are is any additional information that you would like to include about your budget, please enter it here:

***Initial and sign if you agree:***

      I understand that I must remain in good academic, fiscal, and disciplinary standing and in stable physical and mental health to receive these funds. “Good fiscal standing” means that

you are current in paying the charges you owe to Hendrix College or, if you have delinquent charges, you and the Business Office are in agreement about the plan for payment.

      If my plans for this project change in any significant way I will notify the Foundation immediately.

      If study-travel is funded, I will

* before traveling, complete Hendrix’s required waivers and consent forms;
* (for international travel only) attend the Students-Away Orientation sponsored by the Office of International Programs;
* (for international travel only) obtain my own passport and any necessary visa;
* after the trip, submit all reimbursable receipts to the Hendrix-Murphy Foundation;
* complete all required reflections, presentations, or other completion pieces;
* provide feedback as requested;
* in any publicity or publications involving this project, credit the Hendrix-Murphy Foundation Programs in Literature and Language and (for Murphy Scholars) the Murphy Scholars Program in Literature and Language.

Printed signature

***Please contact Foundation staff with questions or to discuss your proposal further.***

 ***Prior consultation with our staff can help to increase the chance of your project’s approval!***

***Hope Coulter, Director Martin Shedd, Visiting Fellow in Classics***

***Sarah Engeler-Young, Assistant Director Andy Vaught, Visiting Fellow in Theatre Arts***

 ***Erin Hoover, Visiting Fellow in English***

***Email the completed application to***

***Hendrix-Murphy@hendrix.edu*** ***and copy your project supervisor.***

***Thank you for submitting a proposal!***