**Odyssey Proposal Development Worksheet**

This worksheet is a tool for you to use in drafting your Odyssey project proposal and in working with your project supervisor to finalize your project plans. You are also encouraged to use the [Budget Worksheet](https://www.hendrix.edu/WorkArea/DownloadAsset.aspx?id=98407) in developing your project budget, if you will be requesting Odyssey funding. Be sure to review the Odyssey [website](https://www.hendrix.edu/odyssey) for additional helpful information, including an overview of the [funding process](https://www.hendrix.edu/odyssey/odyssey.aspx?id=66677).

Note: You may share this worksheet, and the budget worksheet, if applicable, with the Odyssey Office if you are requesting a draft proposal review in advance of final submission. This proposal development worksheet, however, **IS NOT** to be submitted as your final proposal. When you are ready to submit your final proposal, you must do so using the [online proposal form](https://forms.office.com/Pages/ResponsePage.aspx?id=jMH2DNLQP0qD0GY9Ygpj0wScXHKu9_xCileHLwY9RPtUOUpDRVRNSFVCNVdMSTQ1Mk1WR1AzMEVTUi4u).

**Project Details**

Type of Project

[ ] Individual Project

[ ] Group Project

 For group projects, list the full names of all participants, separated by commas.

 Click or tap here to enter text.

Name (primary proposer’s name only, if a group project): Click or tap here to enter text.

Hendrix ID # (primary proposer’s only, if a group project): Click or tap here to enter text.

Hendrix Email Address (primary proposer’s only, if a group project): Click or tap here to enter text.

Expected Graduation Month and Year (for every participant, if a group project): Click or tap here to enter text.

Academic Major(s) (for every participant, if a group project): Click or tap here to enter text.

Odyssey Category

[ ] Artistic Creativity

[ ] Global Awareness

[ ] Professional & Leadership Development

[ ] Service to the World

[ ] Undergraduate Research

[ ] Special Projects

Project Title: Click or tap here to enter text.

Start Date (When will project activities begin?): Click or tap to enter a date.

End Date (By what date will all project activities be finished?): Click or tap to enter a date.

Note: The completion deadline is a system-generated deadline by which you must submit your online Project Completion Form to the Odyssey Office. This date will be three months after your selected end date.

Project Abstract (250-word limit)

Provide a brief overview of the project, noting the Odyssey category, and what you plan to do including the timeframe and location.

Click or tap here to enter text.

Project Plans (500-word limit)

Give details on how you will see the project through. Use your background research to set the scene, introduce the organizations or locations involved, and describe your reasons for doing this Odyssey. How will you get there? Where will you stay? What steps will you take to explore your topic?

Click or tap here to enter text.

Learning Goals (500-word limit)

Include any details about category specific criteria (such as hours, reflection, presentation) and how you plan to meet them.

Learning goals for each participant are recommended for group projects.

If you are seeking funding for an official Hendrix internship, be sure to read [these requirements](https://www.hendrix.edu/career/intern/) and address them in your goals.

Click or tap here to enter text.

Odyssey Category (500-word limit)

Include any category specific criteria (such as hours, reflection piece, or public presentation) and how you plan to meet them. Consult the Odyssey Categories menu at [www.hendrix.edu/odyssey](http://www.hendrix.edu/odyssey) for more information, if necessary.

If you are seeking funding for an official Hendrix internship, be sure to read the Career Services requirements here: [www.hendrix.edu/career/intern](http://www.hendrix.edu/career/intern). Explain how plan to meet those requirements here.

Click or tap here to enter text.

Additional Information (500-word limit)

Include additional information or elaborate on anything that you need to here. This might include project-specific requirements that are requested by your project supervisor. If you are seeking funding, you can use this space to provide further details about the financial support you need to complete the project. Be sure to explain how you can safely undertake the project in consideration of COVID-19 and any other concerns applicable to your project.

Click or tap here to enter text.

Organizational Support

If your project involves an outside organization, state whether or not they have already approved your participation. If yes, you will need to upload documentation of such to your online proposal form.

[ ] Yes

[ ] No

[ ] Other Click or tap here to enter text.

Check all that apply:

[ ] I have addressed all the relevant criteria for my category, including learning goals and contact information for other agencies or individuals associated with this project.

[ ] I have included a justification of category choice (especially for SP).

[ ] For AC or UR: I give details of my public presentation plans.

[ ] For PL, SW, or SP: I will keep an hours log to meet the category requirement.

[ ] For GA, PL, SW, or SP: I addressed the nature of my reflection plans.

Are you planning to request funding?

[ ] Yes

[ ] No

If yes, continue below.

If no, stop here.

**Budget Details**

You are strongly encouraged to use the [Budget Worksheet](https://www.hendrix.edu/WorkArea/DownloadAsset.aspx?id=98407) in developing your project budget; you will have the option to upload this worksheet with your online proposal, but it is not required. You will, however, be required to answer the following questions as part of your [online proposal](https://forms.office.com/Pages/ResponsePage.aspx?id=jMH2DNLQP0qD0GY9Ygpj0wScXHKu9_xCileHLwY9RPtUOUpDRVRNSFVCNVdMSTQ1Mk1WR1AzMEVTUi4u).

For group projects, be sure you enter the total requested amounts for all participants in the project.

Total requested amount for **stipends**. Leave blank if this does not apply to your project.

Guidelines for stipends:

Standard per-person stipend for 8 weeks / 240+ hours is $2,400. Use $10/hour for shorter timeframes.

Click or tap here to enter text.

Total requested amount for **FICA taxes**. You must include this if you are requesting a stipend above.

Guidelines for FICA taxes:

FICA taxes are equal to 7.65% of the total stipend amount requested. For example, enter $183 if you are requesting the standard 8-week stipend amount for one person of $2,400.

Click or tap here to enter text.

Stipends additional details

Provide any additional information here that will help us understand how you arrived at the total amount you are requesting above. This could include breaking down the total by item, number of days, and/or participant.

Click or tap here to enter text.

**On-campus housing** total cost. Leave blank if this does not apply to your project.

Guidelines for stipends and on-campus housing:

Standard per-person housing allowance for summer lodging on campus is $900.

Click or tap here to enter text.

On-campus housing non-Odyssey contribution, if any.

Please include the total amount that you are not requesting of Odyssey here.

Click or tap here to enter text.

On-campus housing requested from Odyssey.

This should be equal to the total minus any non-Odyssey contributions from the two questions above.

Click or tap here to enter text.

On-campus housing additional details

Provide any additional information here that will help us understand how you arrived at the total amount you are requesting from Odyssey. This could include breaking down the total by item, number of days, and/or participant.

Click or tap here to enter text.

**Travel, food, and off-campus lodging** total cost. Leave blank if this does not apply to your project.

Guidelines for travel, food, and lodging:

The maximum amount that can be requested for per diem (daily food) expenses is $35 per person per day.

Mileage of Personal Vehicle at a rate of .585 per mile\*. Please note that this is in place of gasoline, which cannot be claimed at the same time unless there was a rental car in addition to a personal vehicle (i.e. mileage to and from airport). \*Our current rate is updated by the IRS Standard Mileage Rate.

Click or tap here to enter text.

Travel, food, and off-campus lodging non-Odyssey contribution, if any.

Please include the total amount that you are not requesting of Odyssey here.

Click or tap here to enter text.

Travel, food, and off-campus lodging requested from Odyssey.

This should be equal to the total minus any non-Odyssey contributions from the two questions above.

Click or tap here to enter text.

Travel, food, and off-campus lodging additional details

Provide any additional information here that will help us understand how you arrived at the total amount you are requesting from Odyssey. This could include breaking down the total by item, number of days, and participant.

Click or tap here to enter text.

**Additional itemized expenses** total cost. Leave blank if this does not apply to your project.

Guidelines for itemized expenses:

Itemized expenses might include registration fees, supplies that will not outlast the duration the project, among others.

Itemized expenses require the submission of receipts to be reimbursed.

Click or tap here to enter text.

Additional itemized expenses non-Odyssey contributions, if any.

Please include the total amount that you are not requesting of Odyssey here.

Click or tap here to enter text.

Additional itemized expenses requested from Odyssey.

This should be equal to the total minus any non-Odyssey contributions from the two questions above.

Click or tap here to enter text.

Additional itemized expenses details

Provide any additional information here that will help us understand how you arrived at the total amount you are requesting above. This could include breaking down the total by item, number of days, and participant.

Click or tap here to enter text.

Total personal or non-Odyssey contribution for **expenses not eligible for Odyssey funding**, if any.

Please provide information on expenses that are not eligible for Odyssey funding (e.g. equipment, visas, immunizations, etc.). Be sure to include a cost estimate and a short description for each item that you include below. These will not be added to your total request, but they are helpful to give CEL a full picture of what you are spending. See the Odyssey Guide for more information on items that are not eligible.

Click or tap here to enter text.

Provide details on expenses not eligible for Odyssey funding.

Click or tap here to enter text.

**Total requested amount from Odyssey**

This should be equal to the grand total requested from Odyssey for stipends; on-campus housing; travel, food and off-campus lodging; and for additional expenses above.

Click or tap here to enter text.

Enter the number of participants for which funding is requested.

Click or tap here to enter text.

If your project involves travel, what are the dates?

Click or tap here to enter text.

Are you requesting funding from sources other than Odyssey? If yes, list them below.

Click or tap here to enter text.

Please list the title, Odyssey category, and completion status of every project you have previously received funding for, if any.

Faculty should list their funded projects for the last three years only.

Click or tap here to enter text.

Project Supervisor Name (must be a Hendrix supervisor; faculty & staff proposers should enter NA):

Click or tap here to enter text.

Supervisor Email Address (must be a Hendrix address; put one e-mail address only; do not use any symbols or spaces; faculty & staff proposers should enter kolev@hendrix.edu):

Click or tap here to enter text.

**Reminder: This proposal development worksheet IS NOT your Odyssey proposal. When you are ready to submit a proposal, you must do so using the** [**online proposal form**](https://forms.office.com/Pages/ResponsePage.aspx?id=jMH2DNLQP0qD0GY9Ygpj0wScXHKu9_xCileHLwY9RPtUOUpDRVRNSFVCNVdMSTQ1Mk1WR1AzMEVTUi4u)**.**