

ODYSSEY GRANTS FUNDING PACKET

For your request to be considered by the Committee on Engaged Learning (CEL):

1. Complete all the forms in this packet. Read the instructions closely and fill each form out carefully and completely. Students, please note that your sponsor must sign **BOTH** the Proposal Form and the Funding Request Form. Under certain circumstances an email signature or verification will suffice.
2. Type your attachments and print them one-sided. Include your name on your attachments.
3. Submit your paperwork to the **Odyssey Office (SLTC 246) by 5 p.m.** on the deadline of the appropriate funding cycle. Please submit all the paperwork for your application together.
4. If you are away from campus, you may submit the documents via e-mail to odyssey@hendrix.edu.
5. It is strongly advised that you and your supervisor keep copies of all the forms and attachments. The Odyssey Office is not responsible for any lost or misdirected paperwork.

The following checklist is provided to help you make certain that you have completed all parts of your funding request:

- ___ **Proposal Form** (signed by both you and your sponsor)
- ___ **Project description** (2-4 page narrative)
- ___ **Funding Request Form** (signed by both you and your sponsor)
- ___ **Odyssey Progress** (attachment of "My Course History" Odyssey Entries)
- ___ **Abstract** (150-200 word summary paragraph of your project)
- ___ **Budget Request Form**
- ___ Any **supporting documentation** you feel will help the CEL evaluate your request

Arrange your documents in the order above and fasten them with a paperclip or place them unfolded in a large envelope. Please DO NOT use staples.