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 or fax. Send them to odyssey@hendrix.edu or fax them to 501-505-2959.

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)

___ 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.
If your project involves any of the circumstances listed below, please read and follow the instructions given!

1. INTERNATIONAL TRAVEL
   If you are proposing an Odyssey project in a foreign country, you must check to see if that country on the US State Department Warning List (http://travel.state.gov). If it is listed, you must petition the Travel Advisory Committee for permission to undertake such a project. You must do this at least 15 business days before the Odyssey funding proposal deadline. For more details on the policy and to download the necessary paperwork, see http://www.hendrix.edu/internationalprograms. NO ODYSSEY CREDIT OR FUNDING CAN BE AWARDED UNTIL YOU HAVE RECEIVED APPROVAL FROM THIS COMMITTEE. Contact Dr. Peter Gess (gess@hendrix.edu), Director of International Programs, if you have any questions about this procedure.

2. PROJECTS INVOLVING THE USE OF HUMAN SUBJECTS
   If your project involves interacting with people, you must visit the Human Subjects Review Board (HSRB) website (www.hendrix.edu/hsrb), read the policies and procedures, and determine whether or not your project must be approved by the HSRB. Contact the HSRB co-chairs at HSRb@hendrix.edu with any questions during this process.

3. INTERNSHIPS
   If you are proposing an internship experience you are strongly advised to consult with Leigh Lassiter-Counts (lassiter-counts@hendrix.edu), Director of Career Discovery and Internships, BEFORE you submit your Odyssey paperwork. Please note that if you do not register your internship with Career Services, you must call it a “professional field experience.” Attach documentation verifying your communication with the agency or business thus far.

4. SERVICE AGENCIES
   If you are proposing to do service work set up for you by an agency, you must provide contact information for that agency in your narrative. You are also strongly advised to consult Hannah French (frenchh@hendrix.edu) in the Miller Center for recommendations regarding service agencies.

5. SAFETY PROTOCOLS
   If your project may raise concerns about your personal safety, outline the protocols you will put in place to ensure your well-being.
Your Hendrix Odyssey

Proposal Form

Specific guidelines for designing projects in each category are available in the Odyssey Program Guide and on the Web page at www.hendrix.edu/odyssey. You are strongly encouraged to consult with the Odyssey Office before proposing a project. Under normal circumstances, this form must be submitted before you begin your project. The proposal form will not be accepted after the conclusion of the experience.

Individual Project  Group Project (Provide names & ID#s of all participants as an attachment.)

First Name: ___________________________ Last Name: ___________________________

Faculty/Staff  Student  Hendrix ID# ____________________ Class Year: _______

Odyssey Category (choose one)

Artistic Creativity  Professional & Leadership  Undergraduate Research
Global Awareness  Development  Special Projects
Service to the World

Project Title: ____________________________________________________________

Hendrix Supervisor (for student proposals): _________________________________

Start Date: ___________________________ End Date: _________________________

Project Description:

Attach a typed narrative that describes your project to this form

- Your narrative must describe your project in detail. Submit 1-2 pages for a credit request. For a project needing funding, 2-4 pages should be sufficient for this purpose.
- Address all the relevant criteria for your category, such as learning goals, reflection component, hours log or public presentation.
- Include any relevant contact information for agencies or persons with whom you plan to work on this project.

Proposer's Signature: ___________________________ Date: __________________
(For group proposals, one student's signature will suffice.)

For Student Proposals:
Hendrix Supervisor: ___________________________ Signature: __________________

Retain a copy of this proposal for your records.
Please note that by submitting a proposal, funding request or application to participate in an Odyssey-funded experience, you acknowledge that all information provided is accurate and give permission for the Odyssey Office to review all educational files as are pertinent.

Rev. August 2015
YOUR
HENDRIX
ODYSSEY

Funding Request

You are encouraged to consult with the Odyssey Office before submitting your funding request. The deadline is 5 p.m. in SLTC 246. If the cycle date falls on a weekend, the deadline is extended to the following Monday.

Funding Cycle:
___ October 1       ___ February 1       ___ April 1
(spring semester & winter break) (summer & courses for the following academic year) (fall semester & winter break)

First Name: ___________________________ Last Name: ___________________________

___ Faculty/Staff     ___ Student     Hendrix ID# ___________ Class Year: __________

Odyssey Category (check one)
___ Artistic Creativity
___ Global Awareness
___ Professional & Leadership Development
  Check one: _____ Official Hendrix Internship   _____ Other PL experience
___ Service to the World
___ Undergraduate Research
___ Special Projects

Project Title: ______________________________________________________________

________________________________________________________________________

Funding Requested: $___________

You must attach:
- the Odyssey Budget Request Form outlining your funding needs,
- an abstract paragraph of 150-200 words that summarizes your objectives and plans for this project.

Please list titles, categories, and anticipated completion dates of all Odyssey credits currently in progress. Attach a list if necessary. Students may access this information on Campus Web under "My Course History."

Continued on next page

Rev. August 2015
Have you received Odyssey funding before or have you participated in a funded group project?  ____ Yes  ____ No

If yes, please provide title, dates and category for each funded project. Attach a list if necessary.

Have you applied to other sources for funding for this project?  ____ Yes  ____ No

____ Hendrix-Murphy Foundation  ____ Miller Center  ____ Project Pericles

____ Other ____________________________________________________________

If I am awarded and accept an Odyssey grant, I hereby acknowledge my obligation to complete the project for which this funding is awarded within ONE YEAR of the time of this acceptance or by the time of my GRADUATION from Hendrix College, whichever comes first. If I fail to participate in the project or am unable to complete the project prior to the deadline established in the preceding sentence I shall refund to Hendrix College the full amount of the grant. I acknowledge that the project is not considered complete until a Project Completion Form is submitted to and approved by the Hendrix College Odyssey Office.

I also understand that all grant monies must be expended by May 1 of the fiscal year in which my project takes place.

Proposer’s Signature: ____________________________ Date: __________________

For Student Proposals:
Hendrix Supervisor: ____________________________ Signature: __________________

RETAIN A COPY OF THIS FUNDING REQUEST FOR YOUR RECORDS

Please note that by submitting a proposal, funding request or application to participate in an Odyssey-funded experience, you acknowledge that all information provided is accurate and give permission for the Odyssey Office to review all educational files as are pertinent.

Additional signatures for group projects:

____________________________________________________________________

____________________________________________________________________

Rev. August 2015
Odyssey Budget Request Form
(Read and follow the instructions on the back of this form)

**Stipends**

<table>
<thead>
<tr>
<th>Item</th>
<th>1. Total cost for all participants</th>
<th>2. Covered by non-Odyssey sources</th>
<th>3. Requested of Odyssey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Stipend(s) (Total hours: ______)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Stipend(s) (Total hours: ______)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA (7.65% of Stipends listed.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Subtotals: Stipends $ $ $

**Itemized Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>1. Total cost for all participants</th>
<th>2. Covered by non-Odyssey sources</th>
<th>3. Requested of Odyssey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Transportation-Train/Bus/Taxi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging: (# of days requested: ______)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Lodging on Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food: (# of days requested: ______)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration or Program Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies:</td>
<td>Attach itemized list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>Attach itemized list</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expenses not eligible for Odyssey Funding: (must equal box to left)

Attach itemized list

B. Subtotals: Itemized Expenses $ $ $

**Total Project Costs**

<table>
<thead>
<tr>
<th></th>
<th>1. Total cost for all participants</th>
<th>2. Covered by non-Odyssey sources</th>
<th>3. Requested of Odyssey</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Line A + Line B</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

D. Total Number of Student-Participants = 

E. Cost Per Student-Participant (Line C divided by Line D) $ $ $

Your “Total Requested” (double-bordered box above) must match the amount on your Funding Request Form.

Expenditure Notes: You must fully expend your funding by May 1 of the fiscal year in which your project takes place. Although the Odyssey Office will attempt to prepay as many of your expenses as possible, please be prepared for some of your grant to be paid on a reimbursement basis.
Odyssey Budget Request Form Instructions

General Instructions:
1. Compile a list of all expenses for your project.
2. List the expenses in categories using the “Itemized Expenses” section as a guide.
3. Determine whether you (the participants) and/or another funding source (other than an Odyssey award) will cover some of the expenses.
4. Total the non-Odyssey funding that will be used for the various expenses. Be sure to separate out expenses that are not eligible for Odyssey funding (see the Odyssey Guide), and be prepared to cover those expenses using non-Odyssey funding.
5. Submit this form with your Funding Request or Travel Grant Request. Please check your math carefully.

Stipends
Most funding requests include either a stipend or itemized expenses, but some projects include both. Stipends are most appropriate for projects involving unpaid experiences or on-campus research and are intended to cover expenses. Decide whether your project will require a stipend, funds to cover expenses, or both. Stipends are processed and paid by the Hendrix Payroll Office. The typical amount is $2,400 for 8 weeks, with 30-40 hours of work per week, but may be adjusted with a $10 per hour estimate. Hendrix College pays FICA taxes (Social Security and Medicare) on stipends. Calculate the FICA amount (7.65% of your total stipend amount; e.g., $2400 x 7.65% = $183.60) and enter it to cover the Hendrix portion. Your own taxes will be deducted from the stipend, meaning that you will net about $1,900 from a $2,400 award.

Expenses
Fill out only the items that apply to your project. For each applicable item, put the total expense in column 1 (“Total cost for all participants”). The three columns indicate the full cost of the item, the amount covered by participants, and the remaining balance that is requested from Odyssey funding. For example, if you need to purchase a $750 plane ticket, and you will cover $250 of the cost using non-Odyssey funds, your “Airfare” line should show:

| Airfare | $750 | $250 | $500 |

The line above indicates that you are asking Odyssey for $500 for airfare for your project.

Vehicle Expense: If you will use your personal vehicle, calculate your vehicle expense by multiplying the total number of miles you will drive by the IRS standard mileage rate ($0.56/mile for 2014 – visit IRS.gov for other years). If you do not own the vehicle, estimate your fuel expense and enter that amount. Regardless of who owns the vehicle, include any parking expenses.

Lodging: Estimate your lodging expenses (hotel, hostel, etc.) for the duration of your project. Fill in the number of days of lodging included.

Summer Lodging on Campus: This amount is approximately $467 for eight weeks ($700 for the entire summer). You must apply through ResLife for summer housing. Note: You will be responsible for paying your utilities.

Food: You can request up to $35/day for food. Fill in the number of days of food required for the time you will be away from home for your project.

Supplies: Supplies are items that will be used up in the project (see the Odyssey Guide). Total the cost of all supplies and enter that amount. Include an itemized list as an attachment to the Budget Request form.

Other: Any allowable expense (see the Odyssey Guide) that does not fit into another category should be placed here. Total the cost of all such expenses and enter that amount. Include an itemized list as an attachment to the Budget Request form.

Expenses not eligible for Odyssey funding: Any expenses related to your project that are not eligible for Odyssey funding (e.g., equipment, visas, immunizations, etc.; see the Odyssey Guide for more information) should be totaled and entered on this line. The amounts in column 1 and column 2 must be the same for this category.

Subtotals (Lines A & B) and Total Project Costs (Lines C, D & E): Use Line A to subtotal the Stipends section and Line B for the Itemized Expenses section. Combine the two sections by adding Lines A and B for each column and entering the totals in Line C. List the total # of student participants included in this budget on Line D. Divide each column in Line C by Line D and enter the per student amount on Line E.

Rev. August 2015
Human Subjects Review Board (HSRB) Screening Questions

Student Name: ________________________________

Proposal Title: ________________________________

If your Odyssey project involves interacting with people, regardless of the Odyssey category, please answer the following three questions. If you say yes to any of these, you should look at the handouts available on the HSRB website: www.hendrix.edu/hsrb

1. For your proposed Odyssey Experience, are you conducting research on human subjects?
   a. Will you be systematic in your approach and ask similar things of the people you interact with?  
      ____ Yes  ____ No

   b. Will you attempt to generalize your results to a broad group and speak broadly about people’s experience when you present your work? ____ Yes  ____ No

If you answered Yes to #1a or #1b please give a brief description of your answers to #2 and #3

2. Do you intend to either present your project off-campus (in a setting other than an undergraduate conference) or publish your project?  ____ Yes  ____ No

3. Does your project pose more emotional, physical, legal, social, or financial risk to participants than everyday life?  ____ Yes  ____ No

If you answered “Yes” to either #2 or #3, you must consult with a HSRB representative to complete the section below. Please contact the HSRB co-chairs at HSRB@hendrix.edu to schedule an appointment for a consultation. Please note that it may take 1-2 business days to schedule a consultation – so, do not assume that a representative will be available the day of the deadline. YOU MUST INCLUDE THIS SHEET WITH YOUR ODYSSEY PROPOSAL.

HSRB Representative:

Print Name _________________________________ Signature _________________________________

Date of Consultation: _______________

HSRB Recommendation:

____ No HRSB review needed   ____ HRSB approval required

Rev. August 2015