



**Oklahoma State University**

College of Arts & Sciences

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**M E M O R A N D U M**

TO: Arts and Sciences Department Heads

FROM: Ronald A. Van Den Bussche  
Associate Dean for Research

DATE: February 3, 2014

RE: FY 2015 Fall Travel Program  
**Notice of Funding Availability and Request for Proposals**

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Included with this memo are guidelines for the college's FY15 Fall Travel Program. Please make them available to your faculty, including those in Tulsa, as soon as possible.

**The program has two levels of funding: up to \$500 for travel in Oklahoma and up to \$1,000 for travel outside Oklahoma.** Funds must be used for research and research-related travel occurring between July 1, 2014 and December 31, 2014. Travel before or after this period will not be compensated.

I am asking for your assistance in this important and competitive process. If your department has multiple applications, please prepare a letter of ranking and send it along with the proposals to Tory Lightfoot in Room 202 LSE **by noon on Tuesday, March 4, 2014.** This deadline is firm.

Proposals will be evaluated by an anonymous panel consisting of three or more faculty from the college who represent the sciences, social sciences, arts and/or humanities who have not submitted an application in response to this RFP. Panel members will independently review and rank each application using the program guidelines and your ranking letters. **Applicants and Department Heads will be notified of awards and declines by the second week of April, 2014.**

If you have any questions, please call me or email Tory at [tory.lightfoot@okstate.edu](mailto:tory.lightfoot@okstate.edu).

Thanks for helping make this internal program a success and encouraging your eligible faculty to apply.