



Oklahoma State University

College of Arts & Sciences

Research Support Services

201 Life Sciences East

Stillwater, OK 74078-3015

405-744-6683, Fax: 405-744-3285

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: September 3, 2014

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

Included with this memo are guidelines for the college's FY15 Spring 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 January 1, 2015 and June 30, 2015. Travel before or after this period will not be compensated.

I am asking for your assistance in this important and competitive process. Please solicit and collect proposals from your faculty and send them to Tory Lightfoot in Room 202 LSE **by noon on October 3, 2014**. This deadline is firm. If your department has multiple applications, please prepare a letter of ranking and send it along with the proposals.

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 around the first week of December, 2014.**

If you have any questions, please call me or email Tory at tory.lightfoot@okstate.edu.

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