



College of Arts & Sciences

Research Support Services
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MEMORANDUM

TO: Arts and Sciences Faculty

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

DATE: September 3, 2014

RE: **FY 2015 Spring Travel Program
Request for Proposals and Guidelines**

Eligible College of Arts and Sciences faculty are invited to apply for a FY 2015 Spring Travel grant. The guidelines are included with this memorandum.

Funds are intended for research and research-related travel, which may include presenting at a professional conference, visiting archives, performing, participating in an artistic exhibition, or going to a specialized research facility. Grant awards will be made for **travel in and around Oklahoma (\$500) and up to \$1,000 for travel outside Oklahoma.**

Travel must take place between January 1 and June 30, 2015. Unused funds will revert back to the Travel Program on July 1, 2015.

FY15 Spring Travel proposals should be submitted first to your Department Head; therefore, it is important to confirm your department's internal deadline. Department Heads will submit all proposals and a letter of ranking as one package to Tory Lightfoot, Research Support Services, in Room 202 LSE **by noon on October 3, 2014.**

A short deliverable is required upon completion of the travel and is due by August 15, 2015 to administratively close out the award. Deliverables should briefly describe what was accomplished with the award and/or the benefits derived from it. This statement may be published in OSU media.

If you have any questions, please contact Tory Lightfoot, Research Support Services, at (405) 744-3336 or tory.lightfoot@okstate.edu.