



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

MEMORANDUM

TO: Arts and Sciences Department Heads

FROM: Larry Mullins
Associate Dean for Research

DATE: February 1, 2016

RE: FY 2017 Fall Travel Program
Notice of Funding Availability and Request for Proposals

Included with this memo are guidelines for the college's FY17 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, 2016 and December 31, 2016. 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 Friday, March 4, 2016.** 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 around the second week of April, 2016.**

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.