



College of Arts & Sciences

Research Support Services
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M E M O R A N D U M

TO: Arts and Sciences Faculty

FROM: Jeanette M. Mendez
Interim Associate Dean for Research

DATE: September 1, 2017

RE: **FY 2018 Spring Travel Program**
Request for Proposals and Guidelines

Eligible College of Arts and Sciences faculty are invited to apply for a FY 2018 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 or collections, performing, participating in an artistic exhibition, or going to a specialized research facility. **The program has two levels of funding: up to \$500 for travel in Oklahoma and up to \$1,000 for travel outside Oklahoma.**

Travel must take place between January 1 and June 30, 2018. Unused funds will revert back to the Travel Program on July 1, 2018.

FY18 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 Friday, October 6, 2017.** **NOTE: I prefer to receive proposals electronically via email.**

A short deliverable is required upon completion of the travel and is due by August 15, 2018 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.