

# COLLEGE OF ARTS AND SCIENCES

## GRADUATE STUDENT FOREIGN TRAVEL FUND

The Graduate Student Foreign Travel Fund is intended to encourage travel that would significantly enhance a graduate student's training by research or study abroad, whether during the summer or the academic year. In addition to personal development and enrichment, travel abroad can enhance the student's research skills, expand research networks, provide access to specialized equipment and expertise, develop cultural diplomacy skills, and ultimately improve career prospects. The proposed research or study abroad must be clearly structured and ideally

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## SUBMISSION INSTRUCTIONS

An electronic copy of the application package must be submitted to Associate Dean W K O H H Q / O H Z H O N D W K O H H Q O O and must be received by October 15<sup>th</sup>. If the 15<sup>th</sup> falls on a weekend or holiday, proposals are due on the next business day.

## PROPOSAL REVIEW

Proposals will be reviewed by a panel consisting of the Associate Deans of the College. Review criteria are provided on the following page. Interdisciplinary proposals or those that have funding commitments from the department and/or other sources will be viewed very favorably.

## NOTIFICATION OF AWARD

The Associate Dean for Graduate Affairs in the College of Arts and Sciences will notify submitters of the results of the review. Awardees must work with staff in their home

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### PROPOSAL REVIEW CRITERIA

Proposals will be reviewed using the following criteria. A maximum score of 50 is possible.

1. Project Feasibility (20 points)
  - a. Is the destination of foreign travel well-justified and necessary to the student's research?
  - b. Do the proposed activities to be carried out during the trip represent a unique or innovative approach to the research question?
  - c. Is the funding requested reasonable and appropriate for the proposed trip? Is any co-funding available to supplement the requested funding?
  - d. Are the planned activities practical and achievable within the scope of the proposed travel? Is the duration of the travel clearly justified and appropriate?
2. Research Quality (15 points)
  - a. How important is the proposed travel to advancing knowledge and understanding within the student's discipline or across disciplines?
  - b. To what extent does the proposed activity suggest or explore creative or original concepts?
  - c. How well conceived and organized is the proposed project?
3. Educational Value (15 points)
  - a. To what extent is the proposed travel an appropriate and valuable educational experience for the student? Does the project represent a true expansion or critical component of student's research?
  - b. Has a clear description been provided for how the travel will enhance the student's dissertation research? Are specific plans described in the proposal for presenting data gathered during the travel (e.g. conference presentations, transcripts)?

For each criterion, the following scale will be used:

- 5 = Excellent
- 4 = Very good
- 3 = Good
- 2 = Fair
- 1 = Poor or not addressed