

Creative Arts, Research and Scholarship (CARAS) Program Travel Grant Application Guidelines

The Creative Arts, Research And Scholarship (CARAS) Program provides undergraduate students with travel grants of up to \$1,000 to support travel to conferences to present their research. The program is a collaborative effort between the Office of the Provost and the Deans of the Schools and Colleges. It seeks to encourage and support undergraduate students engaged in projects that contribute to advancing studies in their fields.

Approximately 30 Travel Grants may be awarded each year. Requests may be modified based on an assessment of the budget and/or the availability of resources.

One half of the travel award is provided from the student's School or College and a matching half is provided from the Office of the Provost. The program is administered by the Office of the Vice Provost for Undergraduate Studies.

CARAS Travel Grant Eligibility and Guidelines

- Applicants must be full-time undergraduate students both at the time of application and completion of travel. Team submissions are accepted, but all members of the team must meet eligibility requirements.
- Maximum Travel Grant is \$1000, including group travel as co-authors/presenters.
- Meals and local transportation are not eligible expenses.
- Travel to a conference is supported only when the student is presenting.
- Applications for a Travel Grant may be submitted without notification of acceptance to present, but grant decisions will not be made until notification of acceptance to present has been provided.
- Travel arrangements are subject to Temple's travel policy and procedures.
- Travel to countries under a U.S. State Department Travel Warning is not covered by this award.

Application Requirements and Checklist

Only complete applications will be considered. Each of the items below must be submitted in hard copy:

___ **2-Page Application with Signatures** of BOTH the Faculty Mentor and Designated CARAS Reviewer in School/College

___ **Abstract**

___ **Budget** (non-local transportation, lodging, conference registration only)

___ **Mentor Letter** should detail the student's preparedness to undertake the travel and its necessity. The letter should also specify the student's contribution to the research, its significance to the field, and the student's potential to contribute to the discipline in the future.

Application Deadline:

Applications for Travel Grants are accepted on a rolling basis. You should make every effort to submit your application at least four (4) weeks before the date of intended travel.

Submit complete applications to: CARAS Program: Travel Grants, Office of the Vice Provost for Undergraduate Studies, Conwell Hall 500 (038-23), Temple University, Philadelphia, PA 19122

Applicants will be notified of the award within ten (10) working days of the submission of a completed application.

CARAS Program: Travel Grant Application

Name _____
(Last) (First) (M.I.)

TUId _____ Temple Email _____ @temple.edu Phone _____

Mailing Address _____
(Street) (City) (State) (Zip)

School/College _____ Major(s) _____

Format (paper, panel presentation or poster) _____

Presentation Title _____

Conference Name _____

Conference Dates _____ Travel Dates _____

Location _____
(City) (State) (Country)

Is this country under a U.S. State Department Travel Warning? ___ Yes ___ No

To determine a country's status visit www.travel.state.gov

Total Budget Request _____ (Itemize below and be as specific as possible)

Transportation (specify air, rail, bus) _____ Lodging (specify) _____ Registration _____

Abstract (max. 250 words—please attach)

Please provide an abstract or brief description of the project you will present.

APPROVALS

Faculty Mentor _____
Department _____
I have reviewed the attached travel grant application, support presentation of the research project and required travel, and will provide guidance to the student as needed and warranted to prepare for travel.
Signature _____
Date _____

Designated CARAS Approver _____
School/College _____
I have reviewed the attached travel grant application and budget request, support the travel, and agree to financial support equal to one-half the amount approved for the project.
Signature _____
Date _____

Completed applications are accepted on a rolling basis but should be submitted **4 weeks in advance of travel** to:

CARAS Program: Travel Grants, Office of the Vice Provost for Undergraduate Studies, Conwell Hall 500

Questions? Contact Emily Moerer, Assistant Vice Provost for Undergraduate Studies, emoerer@temple.edu or 215-204-4991/204-215-2044