CARAS Travel Grant Portal Application
Instructions for Faculty Mentors

New in 2024: CARAS Project Grant Applications must be submitted and reviewed entirely through TU Portal. PDF and paper applications are no longer accepted.

After your student submits their CARAS Travel Grant application online (and lists you as their endorsing faculty on the application), you will receive an email notification requesting your endorsement. Please navigate to the Enrichment Programs Portal (https://tuportal6.temple.edu/group/home/enrichment-programs) and click on the “Creative Arts, Research and Scholarship (CARAS) Program Travel Grant” tab. Any applications pending your endorsement will appear on the right-hand side when you click the tab.

Menu

- Creative Arts, Research and Scholarship (CARAS) Program
- Creative Arts, Research and Scholarship (CARAS) Program Travel Grant
- Diamond Peer Teachers
  Application Deadline: 2/26/24
  Letter of Recommendation Deadline: 3/8/24
  Expect Decision By: 3/29/24
- Diamond Research Scholars
- Symposium for Undergraduate Research and Creativity
  Application Deadline: 2/8/24
  Symposium Date: 4/11/24
- Decision Letters
In order to view an application, click the orange “Edit” button next to their submission. Review the application details, abstract, conference acceptance, and budget.
Navigate to the “Action” drop-down menu. After reviewing the application, if you decide to **endorse the application**, please select the “Endorse” action from the drop down menu and type any comments about your decision in the box below. Hit the orange “Endorse” button to complete your action. If you endorse the application, you will also need to submit a letter of recommendation (see instructions further down).

If, after reviewing the application, you decide **not to endorse their application**, please select the “Do Not Endorse” action from the drop down menu and type any comments about your decision in the box below. Hit the orange “Not Endorsed” button to complete your action.
After Endorsing the Application:
Once you endorse the application, you will see that the “Faculty Endorsement” box displays your endorsement and the application status in the dashboard has changed to “Pending Recommendation.”

There is one more step after endorsement - the letter of recommendation.

Once you submit your endorsement, you will receive another email notification asking you to submit a letter of recommendation in support of the endorsed student application. Click the link in the email or visit this link: https://tuportal6.temple.edu/group/home/letter-of-recommendation in order to type or paste your letter. We would recommend typing your letter in a separate document and pasting it into this box so that you have another copy saved in case of technical issues.
Once your letter of recommendation has been successfully submitted, you will see that the Application Status has changed to “Application Complete.” Now the student’s application will be automatically forwarded to the Designated School/College Travel Grant Coordinator for preliminary review. No further action is needed on your part.
If the **Designated School/College Travel Grant Coordinator** approves the student’s application, the system will automatically forward the application to VPU (Vice Provost for Undergraduate Studies) for final review. The Application Status will update to “Pending Final Review” on your dashboard. No email notifications will be sent.