


## 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.

Only Temple undergraduates may complete the Creative Arts, Research and Scholarship (CARAS) Travel submission form. Supporting/nominating faculty will be notified by email when their student's submission is ready for review. Please direct questions to [caras@temple.edu](mailto:caras@temple.edu).

### Pending Approval (1)

SEARCH ALL COLUMNS:

DETAILS    STATUS    DATE SUBMITTED    ACTION

|   |           |            |                      |
|---|-----------|------------|----------------------|
| Philadelphia Presentation (Test Conference)<br>[REDACTED] | Submitted | 07/10/2024 | <a href="#">Edit</a> |
|---|-----------|------------|----------------------|

Showing 1 to 1 of 1 entries    First    Previous    1    Next    Last

### Submitted

SEARCH ALL COLUMNS:

DETAILS    STATUS    DATE SUBMITTED    ACTION

There are no records to display.

Showing 0 to 0 of 0 entries    First    Previous    Next    Last

### Action

I have reviewed the attached project proposal, support the line of inquiry or work the student has indicated, and will provide support and guidance to the student as needed and warranted during the project. ✕

Select Action \*

Endorse ▼

Comments

[Endorse](#)

### Details (Submitted)

✕

- 91622076 US  
[REDACTED]  
*[Media & Comm, Klein College] Media Studies and Production*
- CONFERENCE  
Test Conference
- LOCATION  
Philadelphia, Pennsylvania United States
- CONFERENCE DATES  
2025-01-02 to 2025-01-03
- TRAVEL DATES  
2025-01-01 to 2025-01-04
- INTERNATIONAL TRAVEL REQUIRED  
Yes | U.S. State Department Travel Advisory of level 3 or 4: Yes
- TITLE  
Philadelphia Presentation
- FORMAT  
Other: Oral
- ABSTRACT  
This is where an abstract would be written.
- ADDITIONAL FUNDING  
This is where additional funding would go.
- CONFERENCE ACCEPTANCE LETTER  
[Conference Acceptance Letter](#)

### Faculty Endorsement

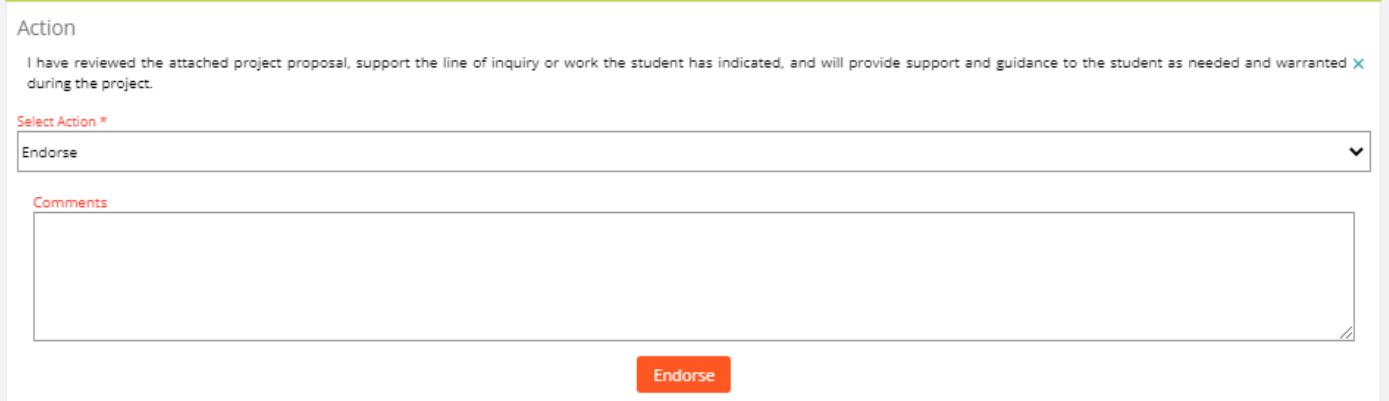
- FACULTY ENDORSEMENT  
[REDACTED]

### Proposed Budget

✕

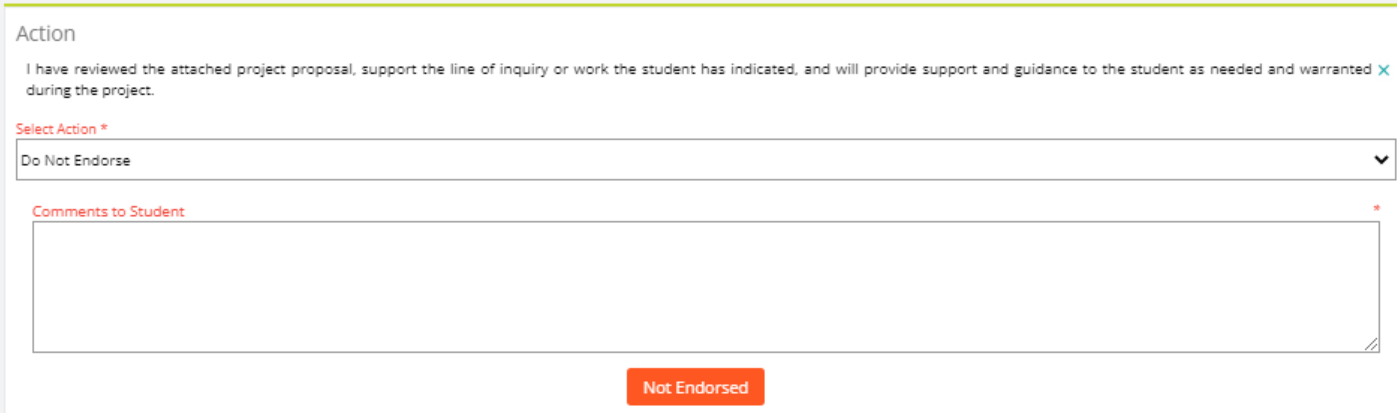
- TRANSPORTATION  
\$800.00
- LODGING  
\$125.00
- REGISTRATION  
50.0
- TOTAL BUDGET  
\$975.00
- ITEMIZED LIST  
This is where itemization would go.
- RATIONALE  
This is where rationale would go.
- ADDITIONAL FUNDING  
This is where additional funding would go.

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).



A screenshot of a web form titled "Action". At the top, there is a paragraph of text: "I have reviewed the attached project proposal, support the line of inquiry or work the student has indicated, and will provide support and guidance to the student as needed and warranted during the project." Below this is a red label "Select Action \*" followed by a dropdown menu with "Endorse" selected. Underneath is a large text area labeled "Comments". At the bottom center is an orange button labeled "Endorse". A blue arrow points to the dropdown menu.

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.



A screenshot of a web form titled "Action". At the top, there is a paragraph of text: "I have reviewed the attached project proposal, support the line of inquiry or work the student has indicated, and will provide support and guidance to the student as needed and warranted during the project." Below this is a red label "Select Action \*" followed by a dropdown menu with "Do Not Endorse" selected. Underneath is a large text area labeled "Comments to Student". At the bottom center is an orange button labeled "Not Endorsed". A blue arrow points to the dropdown menu.

## 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.”

The screenshot displays the CARAS Travel submission dashboard. On the left, the 'Approval History' section shows a table with one entry: 'Philadelphia Presentation (Test Conference)' with a status of 'Pending Recommendation'. A blue arrow points to the 'STATUS' column header. Below this is the 'Submitted' section, which is currently empty. On the right, a 'Details (Pending Recommendation)' sidebar lists various fields: ID, Name, Conference (Test Conference), Location (Philadelphia, Pennsylvania), Dates (2025-01-02 to 2025-01-03), Travel Dates (2025-01-01 to 2025-01-04), International Travel Required (Yes), Title (Philadelphia Presentation), Format (Oral), Abstract, Additional Funding, and Conference Acceptance Letter. At the bottom, the 'Faculty Endorsement' section shows a redacted name. A blue arrow points from the 'Approval History' table to the 'Faculty Endorsement' section.

## 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.

The screenshot shows the 'Letter of Recommendation' submission form. At the top, it says 'Home > Letter of Recommendation'. The form title is 'Letter of Recommendation'. Below the title, there is a redacted name followed by 'For CARAS Travel'. A rich text editor with a toolbar (Normal, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent) is provided for entering the letter. At the bottom of the form, there are two orange buttons: 'Save Draft' and 'Submit'.

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.



Only Temple undergraduates may complete the Creative Arts, Research and Scholarship (CARAS) Travel submission form. Supporting/nominating faculty will be notified by email when their student's submission is ready for review. Please direct questions to [caras@temple.edu](mailto:caras@temple.edu).

### Approval History

Help SEARCH ALL COLUMNS:

DETAILS STATUS ACTION

|   |                      |      |
|---|----------------------|------|
| Philadelphia Presentation (Test Conference) | Application Complete | View |
|---|----------------------|------|

Showing 1 to 1 of 1 entries First Previous 1 Next Last

### Submitted

SEARCH ALL COLUMNS:

DETAILS STATUS DATE SUBMITTED ACTION

There are no records to display.

Showing 0 to 0 of 0 entries First Previous Next Last

### Details (Application Complete)

- 916028076 UG  
[Redacted]  
*[Media & Comm, Klein College] Media Studies and Production*
- CONFERENCE  
Test Conference
- LOCATION  
Philadelphia, Pennsylvania United States
- CONFERENCE DATES  
2025-01-02 to 2025-01-03
- TRAVEL DATES  
2025-01-01 to 2025-01-04
- INTERNATIONAL TRAVEL REQUIRED  
Yes | U.S. State Department Travel Advisory of level 3 or 4: Yes
- TITLE  
Philadelphia Presentation
- FORMAT  
Other: Oral
- ABSTRACT  
This is where an abstract would be written.
- ADDITIONAL FUNDING  
This is where additional funding would go.
- CONFERENCE ACCEPTANCE LETTER  
[Conference Acceptance Letter](#)

### Faculty Endorsement

- FACULTY ENDORSEMENT  
[Redacted]

### Proposed Budget

- TRANSPORTATION  
\$800.00
- LODGING  
\$125.00
- REGISTRATION  
50.0
- TOTAL BUDGET  
\$975.00
- ITEMIZED LIST  
This is where itemization would go.
- RATIONALE  
This is where rationale would go.
- ADDITIONAL FUNDING  
This is where additional funding would go.

### Decision History

- ENDORSED  
07/10/2024: [Redacted]

If the [Designated School/College Travel Grant Coordinator](#) approves the student's application, the system will automatically forward the application to VPUS (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.

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### Approval History

Help SEARCH ALL COLUMNS: [ ]

DETAILS STATUS ACTION

|   |                      |      |
|---|----------------------|------|
| Philadelphia Presentation (Test Conference) | Pending Final Review | View |
|---|----------------------|------|

Showing 1 to 1 of 1 entries First Previous 1 Next Last

### Submitted

SEARCH ALL COLUMNS: [ ]

DETAILS STATUS DATE SUBMITTED ACTION

There are no records to display.

Showing 0 to 0 of 0 entries First Previous Next Last

### Details (Pending Final Review)

- 916028076 UG  
[Redacted]  
(Media & Comm, Klein College) Media Studies and Production
- CONFERENCE  
Test Conference
- LOCATION  
Philadelphia, Pennsylvania United States
- CONFERENCE DATES  
2025-01-02 to 2025-01-03
- TRAVEL DATES  
2025-01-01 to 2025-01-04
- INTERNATIONAL TRAVEL REQUIRED  
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Philadelphia Presentation
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Conference Acceptance Letter

### Faculty Endorsement

- FACULTY ENDORSEMENT  
[Redacted]

### Proposed Budget

- TRANSPORTATION  
\$800.00
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- REGISTRATION  
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\$975.00
- ITEMIZED LIST  
This is where itemization would go.
- RATIONALE  
This is where rationale would go.
- ADDITIONAL FUNDING  
This is where additional funding would go.

### Decision History

- PENDING FINAL REVIEW  
07/10/2024: Thomas Manigly
- ENDORSED  
07/10/2024: [Redacted]