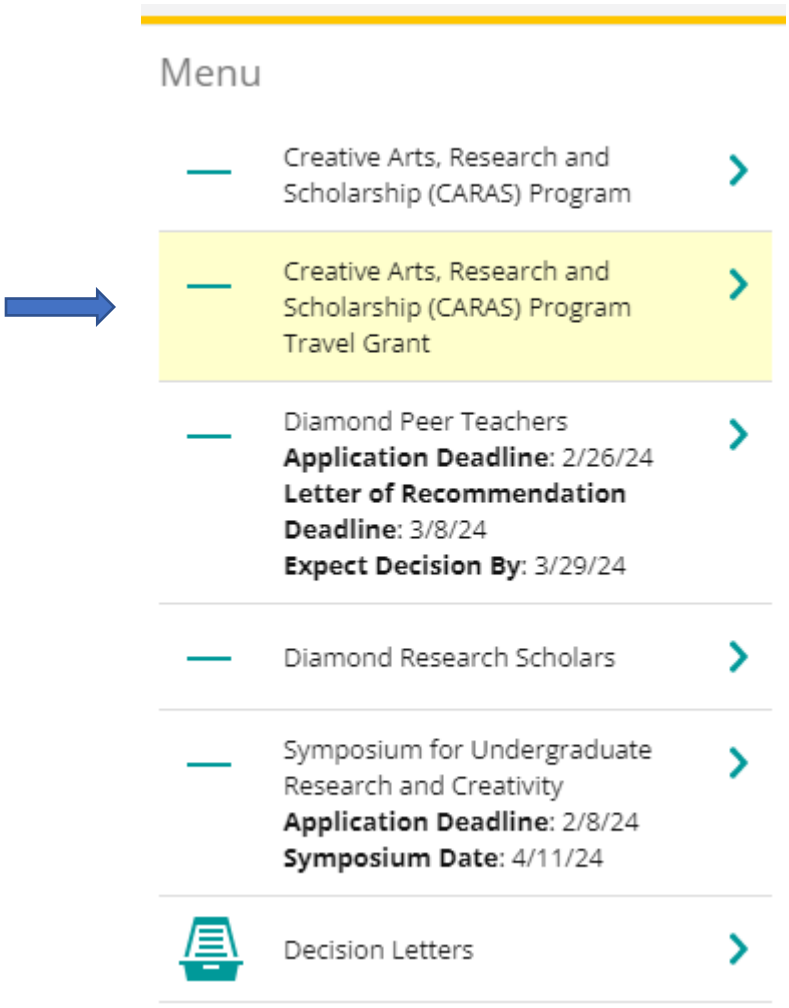
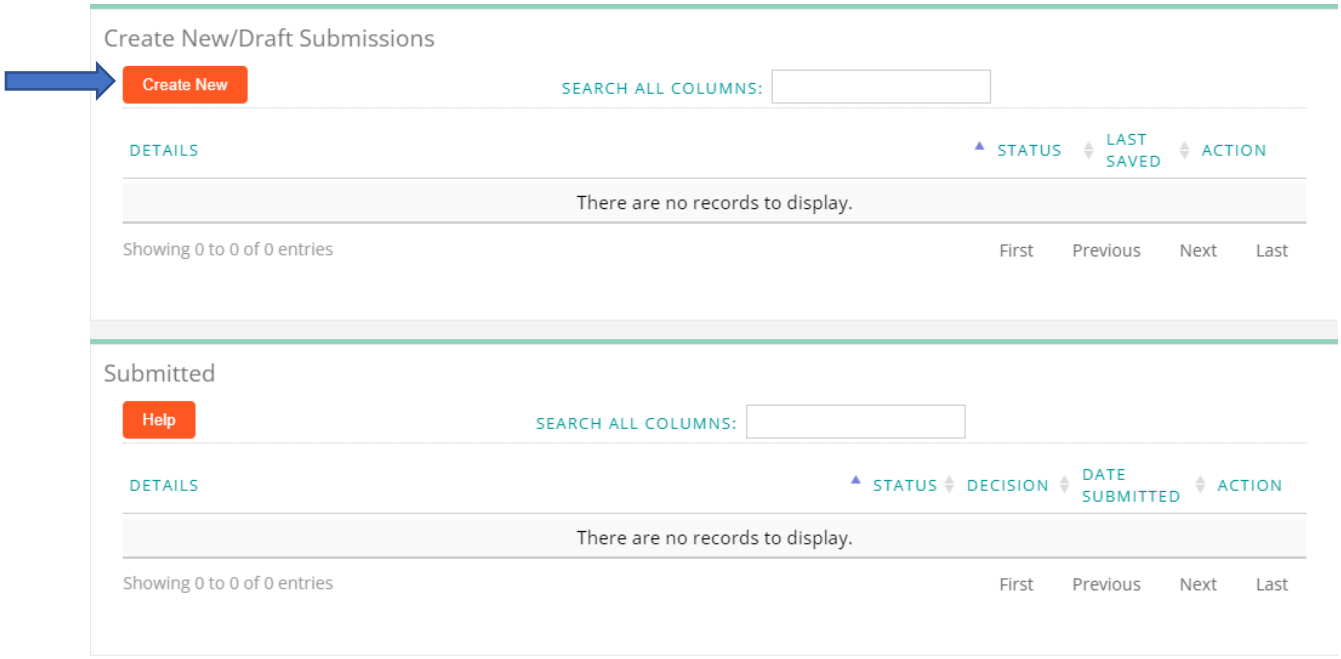
CARAS Travel Grant Portal Application
Instructions for Applicants

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

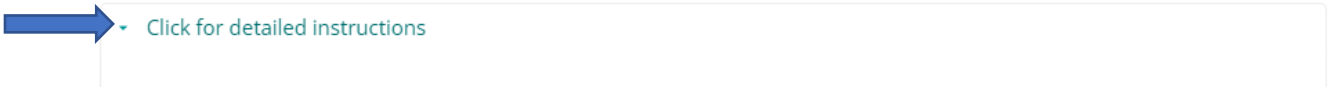
To access the application, navigate to the Enrichment Programs Portal (https://tuportal6.temple.edu/group/home/enrichment-programs) and click on the "Creative Arts, Research and Scholarship (CARAS) Program Travel Grant" tab.

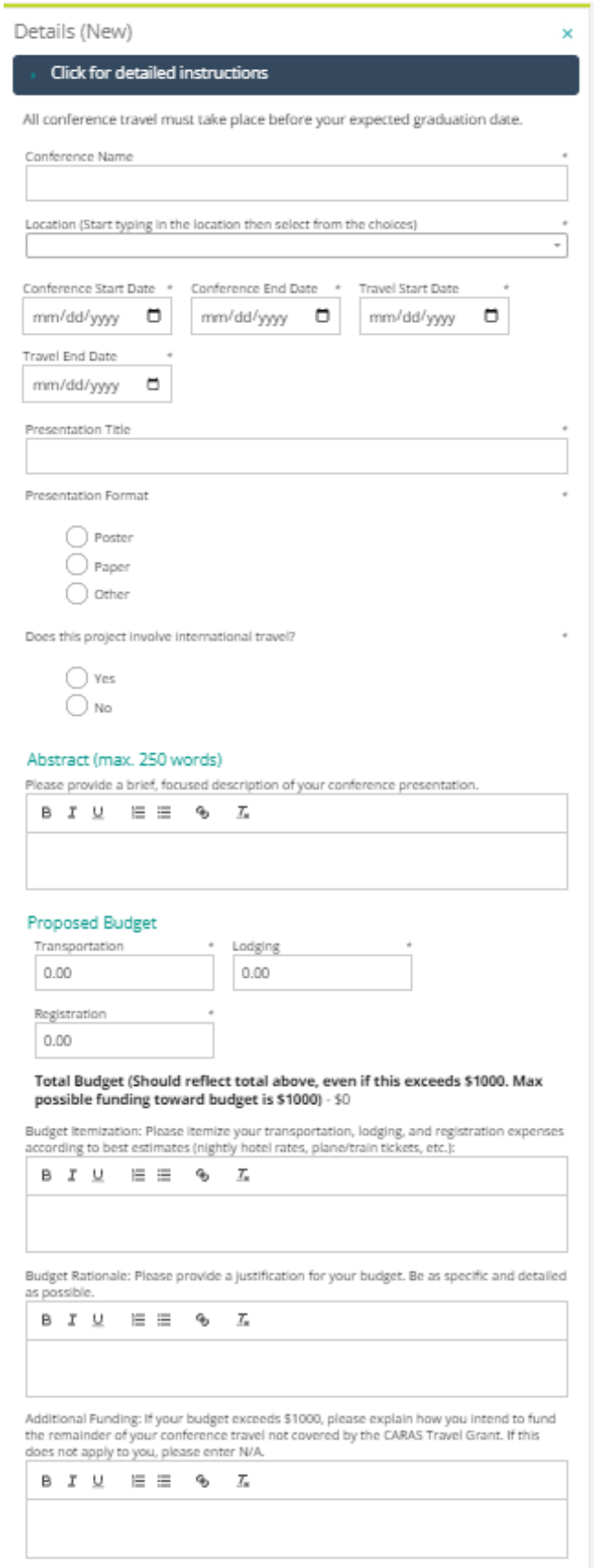


To create a new submission, click the orange “Create New” button. Your submission will remain in this section as a draft that you can continue editing until the deadline. After you have submitted the application, it will appear in the “Submitted” row below. You will be able to view it but not edit it.

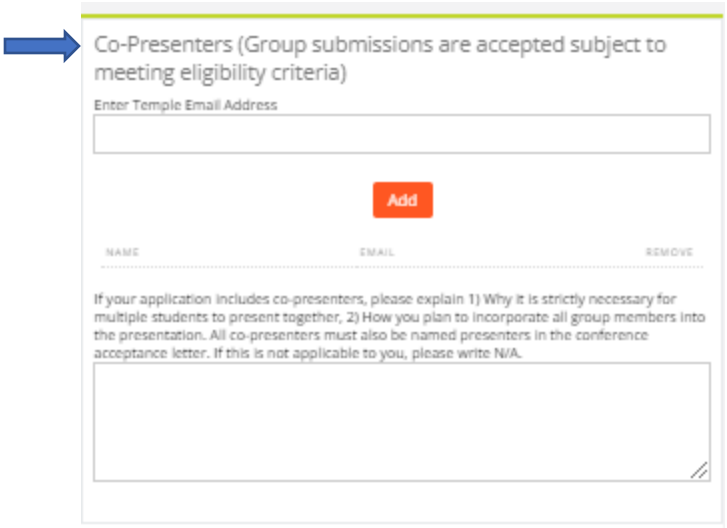


Once you create a new submission, you will see a drop-down arrow to expand the application instructions. **<u>You must open this and read the eligibility guidelines and instructions fully and carefully before submitting your application.</u>**

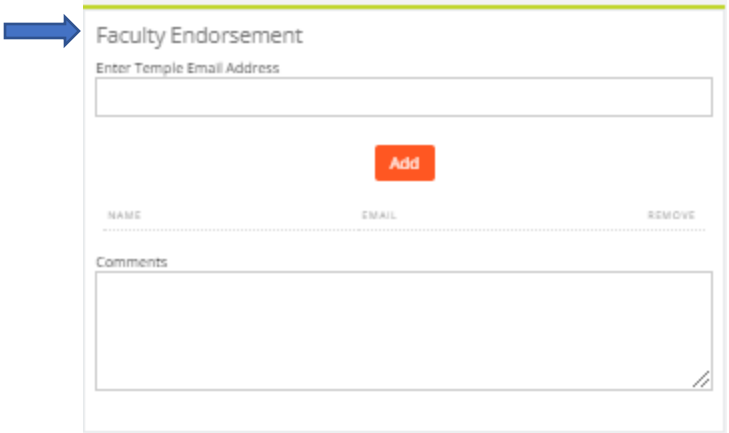




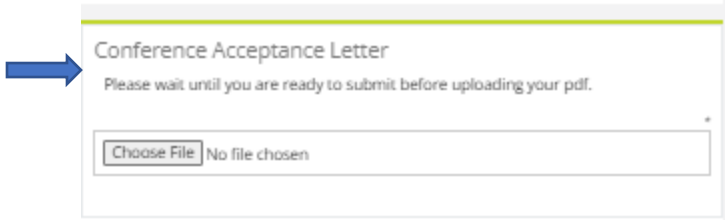
Begin filling out the application. If you have any questions about the application questions, please email CARAS@temple.edu



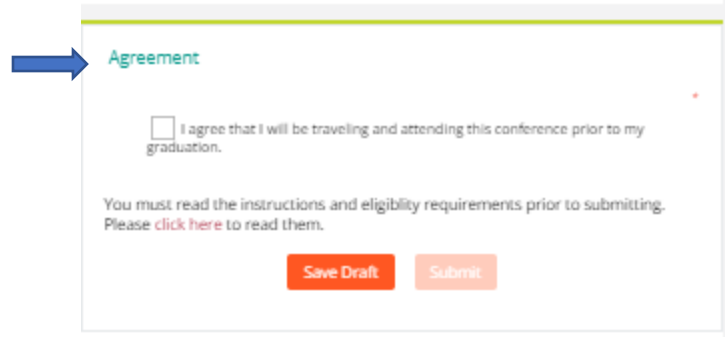
***Co-Presenters:** Though not typical, we do allow group submissions if there is a good rationale for why all group members need to present together at the conference. All group members must be accepted to present at the conference for the same project and all group members must be eligible (full-time enrolled undergraduates). Group submissions are also subject to the max award amount of $1000. If selected, group members should be prepared to split the award.



***Faculty Endorsement:** Enter the Temple email address of the faculty member who supervised/mentored your project and who will endorse your application to present. **Your faculty mentor must be a full-time faculty member at Temple in order to be eligible.** Both tenure and non-tenure track faculty are eligible to be mentors, but part-time/adjunct faculty are not. Faculty at other universities are not eligible. The system will not allow you to move forward with your application unless you provide the email address of an eligible mentor. If you are certain your mentor is eligible but are still being blocked by the application system, please contact CARAS@temple.edu.

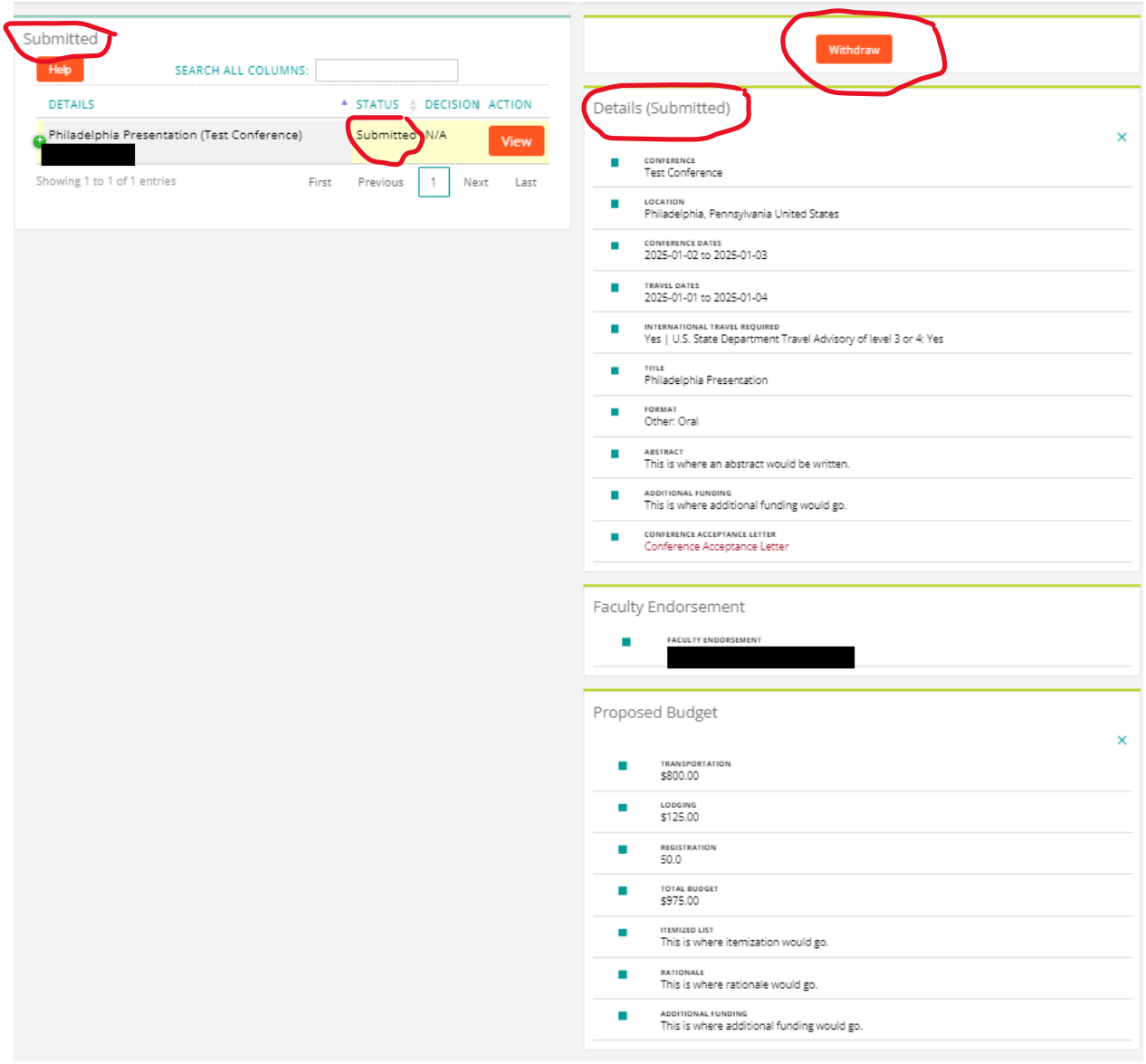


***Conference Acceptance Letter:** Acceptance to present at a conference is required in order to apply for a CARAS Travel Grant. Please upload your conference acceptance letter/email/notification as a PDF here. Please hold off on uploading this document until you are ready to submit your draft, otherwise you will have to re-upload it each time you edit your draft.



***Agreement:** You cannot apply to present at a conference taking place after your graduation from Temple.

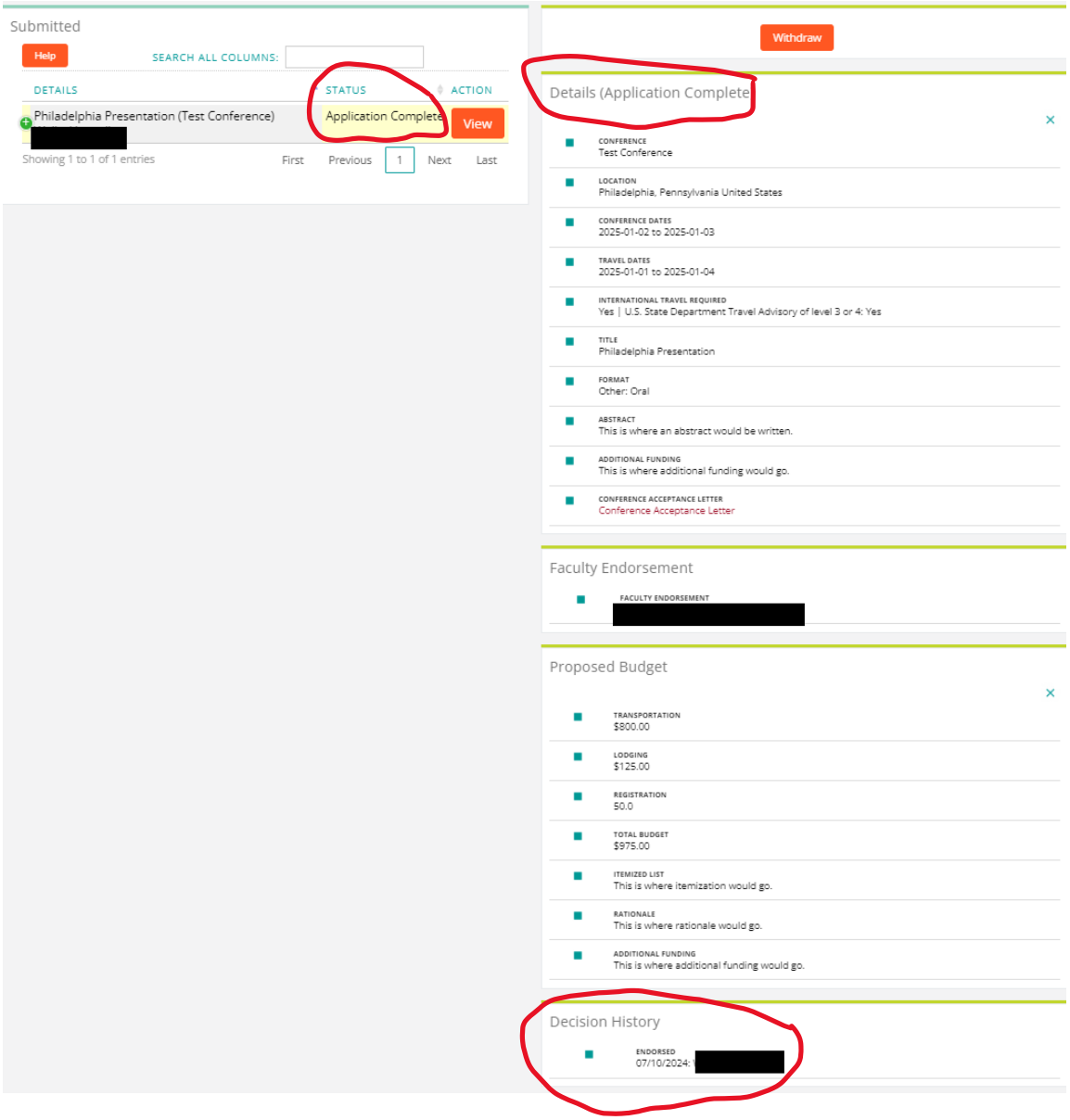
Once you hit the “submit” button on your application, you will be able to view your submission but no further edits will be possible. If you notice that you have made a mistake in the application after submission and the deadline has not yet passed, you can select the “Withdraw” button on the right-hand side to withdraw your application and create a new application. You can also withdraw your submission at any time if you would like to remove yourself from consideration.

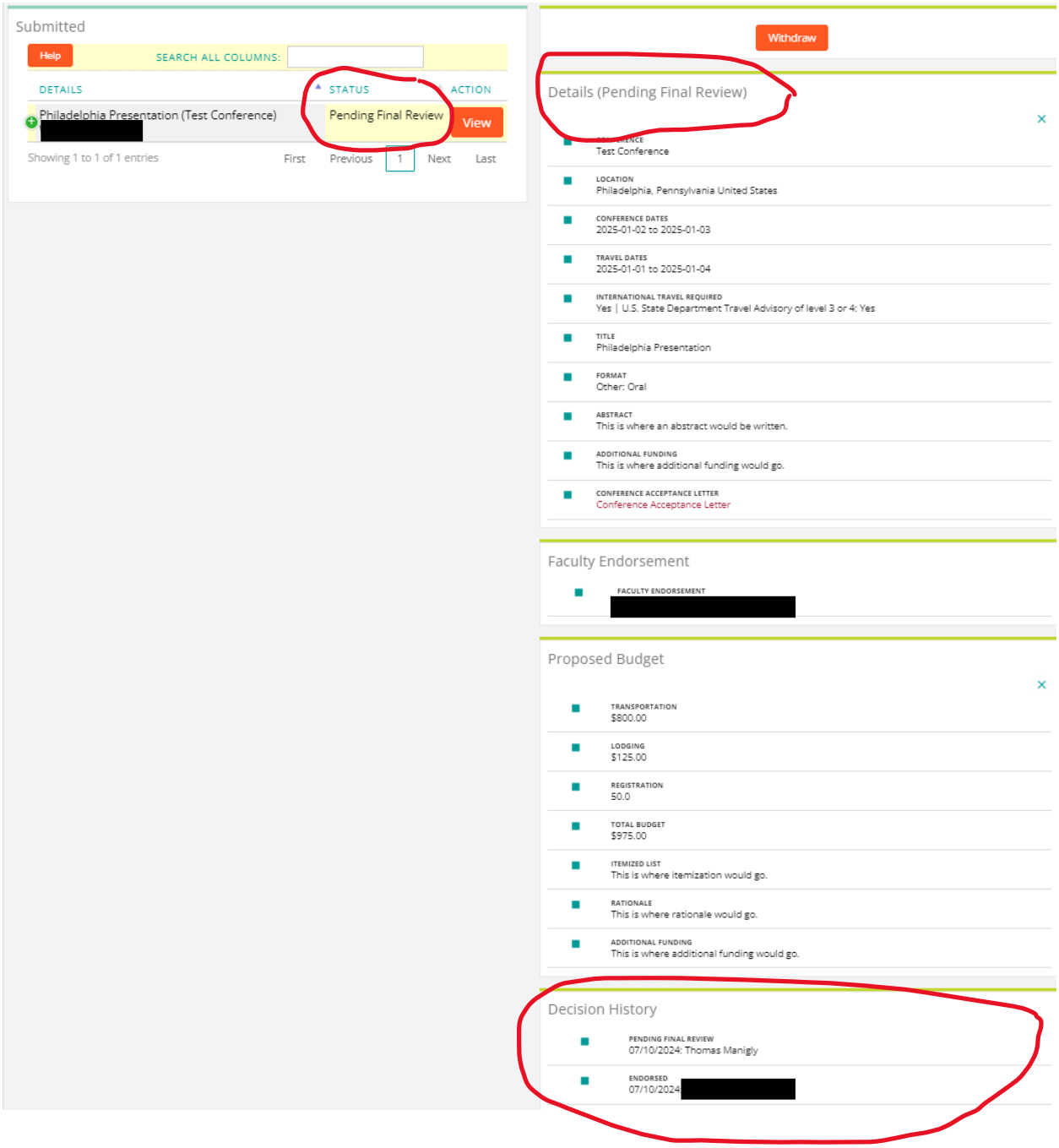


After You Submit:

1) **Faculty Endorsement**

Your endorsing faculty will be notified by email and prompted to review and endorse your application in the application portal and submit a letter of recommendation. When they have completed both tasks, your Application Status will change from 'Submitted' to 'Application Complete.' Although the system will automatically send reminder emails to your faculty endorser, it is a good idea to communicate with them directly to ensure that all materials are submitted in a timely fashion. Once your status changes to "Application Complete," your application will be automatically forwarded to your School/College CARAS Travel Grant Coordinator for the **first round of review.**



1) Coordinator Decision

Your School/College CARAS Travel Grant Coordinator will review your application. If they approve your application, your Application Status will change to “Pending Final Review,” which means that your application is currently in the final stage of review by the Office of the Vice Provost for Undergraduate Studies. You will not be notified by email. If your School/College Coordinator declines your funding request, you will be notified by email and your application will not move on to the final stage of review.