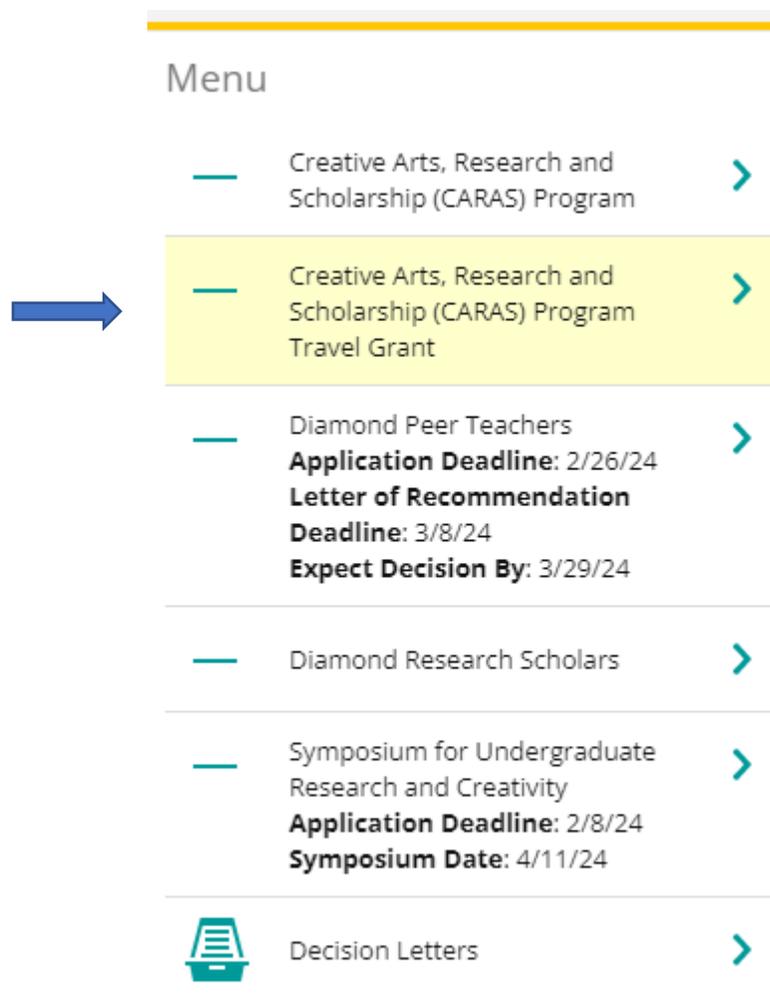


CARAS Travel Grant Portal Application Instructions for Applicants

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.



The screenshot shows a menu titled "Menu" with a yellow horizontal bar above it. The menu items are listed below, each with a teal line icon to its left and a teal chevron icon to its right. The second item, "Creative Arts, Research and Scholarship (CARAS) Program Travel Grant", is highlighted with a yellow background and has a blue arrow pointing to it from the left. The third item, "Diamond Peer Teachers", includes additional information: "Application Deadline: 2/26/24", "Letter of Recommendation Deadline: 3/8/24", and "Expect Decision By: 3/29/24". The fourth item is "Diamond Research Scholars". The fifth item is "Symposium for Undergraduate Research and Creativity" with "Application Deadline: 2/8/24" and "Symposium Date: 4/11/24". The final item is "Decision Letters" with a teal icon of a document with lines representing text.

Menu Item	Icon
Creative Arts, Research and Scholarship (CARAS) Program	Teal line icon
Creative Arts, Research and Scholarship (CARAS) Program Travel Grant	Teal line icon
Diamond Peer Teachers Application Deadline: 2/26/24 Letter of Recommendation Deadline: 3/8/24 Expect Decision By: 3/29/24	Teal line icon
Diamond Research Scholars	Teal line icon
Symposium for Undergraduate Research and Creativity Application Deadline: 2/8/24 Symposium Date: 4/11/24	Teal line icon
Decision Letters	Teal document icon

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.

The screenshot displays two sections of a web interface. The top section, titled "Create New/Draft Submissions", features an orange "Create New" button on the left, which is pointed to by a blue arrow. To the right of the button is a search bar labeled "SEARCH ALL COLUMNS:". Below this is a table header with "DETAILS" on the left and "STATUS", "LAST SAVED", and "ACTION" on the right. The table body contains the text "There are no records to display." and pagination controls for "First", "Previous", "Next", and "Last". The bottom section, titled "Submitted", has an orange "Help" button on the left, also pointed to by a blue arrow. It includes a search bar labeled "SEARCH ALL COLUMNS:". The table header for this section includes "DETAILS", "STATUS", "DECISION", "DATE SUBMITTED", and "ACTION". The table body also displays "There are no records to display." and the same pagination controls.

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

A blue arrow points to a drop-down arrow icon next to the text "Click for detailed instructions".

Details (New) ✕

[Click for detailed instructions](#)

All conference travel must take place before your expected graduation date.

Conference Name *

Location (Start typing in the location then select from the choices) *

Conference Start Date *  Conference End Date *  Travel Start Date * 

Travel End Date *
 

Presentation Title *

Presentation Format *
 Poster
 Paper
 Other

Does this project involve international travel? *
 Yes
 No

Abstract (max. 250 words)

Please provide a brief, focused description of your conference presentation.

B I U    

Proposed Budget

Transportation * Lodging *

Registration *

Total Budget (Should reflect total above, even if this exceeds \$1000. Max possible funding toward budget is \$1000) - \$0

Budget Itemization: Please itemize your transportation, lodging, and registration expenses according to best estimates (nightly hotel rates, plane/train tickets, etc.):

B I U    

Budget Rationale: Please provide a justification for your budget. Be as specific and detailed as possible.

B I U    

Additional Funding: If your budget exceeds \$1000, please explain how you intend to fund the remainder of your conference travel not covered by the CARAS Travel Grant. If this does not apply to you, please enter N/A.

B I U    

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

→ Co-Presenters (Group submissions are accepted subject to meeting eligibility criteria)

Enter Temple Email Address

Add

NAME	EMAIL	REMOVE
<p>If your application includes co-presenters, please explain 1) Why it is strictly necessary for multiple students to present together, 2) How you plan to incorporate all group members into the presentation. All co-presenters must also be named presenters in the conference acceptance letter. If this is not applicable to you, please write N/A.</p>		

***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 Temple Email Address

Add

NAME	EMAIL	REMOVE
<p>Comments</p>		

***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

Please wait until you are ready to submit before uploading your pdf.

Choose File No file chosen

***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

I agree that I will be traveling and attending this conference prior to my graduation.

You must read the instructions and eligibility requirements prior to submitting. Please [click here](#) to read them.

Save Draft Submit

***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.

The screenshot displays a submission management interface. At the top left, a red circle highlights the word "Submitted" in a header. Below it is a "Help" button and a search bar labeled "SEARCH ALL COLUMNS:". A table lists submissions with columns for "DETAILS", "STATUS", "DECISION", and "ACTION". The first entry is "Philadelphia Presentation (Test Conference)" with a status of "Submitted" (circled in red) and a decision of "N/A". A "View" button is next to it. Below the table are pagination controls: "Showing 1 to 1 of 1 entries", "First", "Previous", "1" (highlighted), "Next", and "Last".

On the right side, there are two detail panels. The top panel, titled "Details (Submitted)" (circled in red), has a "Withdraw" button (circled in red) at the top right. The details include:

- 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

The bottom panel, titled "Proposed Budget", includes:

- 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.

Below the budget panel is a "Faculty Endorsement" section with a redacted area.

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**.

The screenshot displays a web application interface for managing travel grant applications. It is divided into several sections:

- Submitted:** A table listing applications. The first entry is "Philadelphia Presentation (Test Conference)" with a status of "Application Complete" (highlighted with a red circle) and a "View" button.
- Details (Application Complete):** A modal window showing application specifics:
 - 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:** A section for tracking faculty approval, currently showing a redacted name.
- Proposed Budget:** A modal window showing budget breakdown:
 - 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:** A section showing the application's history, with one entry: "ENDORSED 07/10/2024" by a redacted user (highlighted with a red circle).

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.

The screenshot displays a web application interface for managing travel grant applications. It is divided into several sections:

- Submitted:** A table listing applications. The first entry is "Philadelphia Presentation (Test Conference)" with a status of "Pending Final Review". The "STATUS" column header and the "Pending Final Review" text are circled in red. A "View" button is visible next to the entry.
- Details (Pending Final Review):** A detailed view of the application, also circled in red. It includes fields for 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.), and CONFERENCE ACCEPTANCE LETTER (Conference Acceptance Letter).
- Faculty Endorsement:** A section for faculty endorsement, currently blank.
- Proposed Budget:** A section for the proposed budget, including:
 - 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:** A section for the decision history, circled in red. It shows:
 - PENDING FINAL REVIEW: 07/10/2024; Thomas Manigly
 - ENDORSED: 07/10/2024; [Redacted]