

## **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.
- Students may receive only one award in an academic year.
- Travel arrangements are subject to Temple's travel policy and procedures.
- International travel is subject to Temple's International Travel Policy including any required additional applications and approvals, deadlines for which may be well in advance of travel.
- Travel to countries under a U.S. State Department Travel Warning is not covered by this award.

### **Application Requirements and Checklist**

Each of the items below must be submitted **electronically** to the **Designated CARAS Travel Grant Reviewer** in the applicant's school/college (please see CARAS website for list of approvers). An application is considered complete after the **Designated CARAS Travel Grant Reviewer** signs the application and sends it on to the Undergraduate Studies CARAS Team. Only complete applications will be considered.

- 1) **2-Page Application** with signature of the Faculty Mentor
- 2) **Abstract**
- 3) **Budget** (non-local transportation, lodging, conference registration only)
- 4) **Mentor Letter\*** detailing 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

\* Letter of recommendation should be emailed directly from the faculty mentor to the CARAS Travel Grant Reviewer.

### **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.**

Applicants will be notified of the award typically within ten (10) working days of the receipt of a completed application by the Undergraduate Studies CARAS team. If you would like to check the status of your application, please email your Designated CARAS Travel Grant Reviewer and CARAS@temple.edu.

### **Questions:**

Email CARAS@temple.edu

# 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) \_\_\_\_\_ Pronouns \_\_\_\_\_

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 Advisory of level 3 or 4?  Yes  No  
To determine a country's status visit [www.travel.state.gov](http://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 _____

### **THIS SECTION TO BE COMPLETED BY THE DESIGNATED CARAS TRAVEL GRANT REVIEWER OF HOME COLLEGE**

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 student's home school/college CARAS Travel Grant reviewer.**

Questions? Email [CARAS@temple.edu](mailto:CARAS@temple.edu)