



## Request for Proposals – 2025-2026 Undergraduate Student Travel

The College of Arts and Letters (CAL) seeks proposals for travel funds from full-time undergraduate students declared as a major in a CAL program. Proposals will be accepted until funds are expended. Proposals must be submitted prior to the dates of travel. **Funds for travel MUST be expended by May 8, 2026, and all paperwork completed by June 20, 2026.**

### Purpose

Our goal is to facilitate student presentations across disciplines of the college by helping to support student travel expenses. Funding is expected to be available for up to \$500 per student for invited or competitively selected research or creative activity presentations at conferences, exhibits, or recitals (or similar dissemination of research or creative activity). Priority will be given to presentations of original student work at such venues.

### Eligibility

Full-time undergraduate majors in the College of Arts and Letters are eligible to apply. Travel must occur during the period of time that the student is enrolled as a full time undergraduate student. The proposal must be endorsed by a College of Arts and Letters faculty sponsor, and the presentation must relate to the student's College of Arts and Letters major. Students are limited to one award per academic year.

### What to submit

Proposals are limited to **two pages, single-spaced**, and must include the following:

- **Identification:** Provide your name, Bengal ID, degree program (BA, BS, etc.), major, expected date of graduation, and name of faculty sponsor.
- **Destination:** Provide your destination and expected travel dates.
- **Purpose:** Provide a clear explanation of the specific purpose of the proposed travel. If the travel is for a conference presentation, indicate whether you have submitted a conference proposal. If not, indicate when you expect to submit a conference proposal and when you expect notification of acceptance for the conference presentation.
- **Rationale:** Provide justification for the proposed travel. Explain how it will enhance your educational training and professional record.
- **Budget:** Provide an estimate of expected travel costs. Indicate any other sources of funding you have applied for (e.g., from ASISU) and amount received.

Proposals must be in Word or PDF formats and submitted as email attachments. Send proposals to Melissa Ely ([melissaely@isu.edu](mailto:melissaely@isu.edu)). Separately, a faculty sponsor will need to verify that they have **reviewed and approved** the proposal (no more than a brief paragraph is needed). Faculty sponsor approval should also be sent to Melissa Ely ([melissaely@isu.edu](mailto:melissaely@isu.edu)).

### **Review process**

Proposals will be reviewed by college leadership and evaluated according to the eligibility and purpose stated above.

### **Restrictions**

Travel awards will be granted for the specific travel indicated in the proposal. Awards are not transferable to different destinations, purposes, or travel dates. All ISU travel guidelines must be followed. No blanket proposals are allowed. Proposals that do not include a specific destination and specific travel dates will be rejected.