



College of Arts & Sciences
Research Support Services
202 Life Sciences East
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MEMORANDUM

TO: Arts and Sciences Faculty

FROM: Larry Mullins
Associate Dean for Research

DATE: February 1, 2017

RE: **FY 2018 Fall Travel Program
Request for Proposals and Guidelines**

Eligible College of Arts and Sciences faculty are invited to apply for a FY 2018 Fall Travel grant. The guidelines are included with this memorandum.

Funds are intended for research and research-related travel, which may include presenting at a professional conference, visiting archives, performing, participating in an artistic exhibition, or going to a specialized research facility. Grant awards will be made for **travel in and around Oklahoma (\$500) and up to \$1,000 for travel outside Oklahoma.**

Travel must take place between July 1 and December 31, 2017. Unused funds will revert back to the Travel Program on January 1, 2018.

FY18 Fall Travel proposals should be submitted first to your Department Head; therefore, it is important to confirm your department's internal deadline. Department Heads will submit all proposals and a letter of ranking as one package to Tory Lightfoot, Research Support Services, in Room 202 LSE **by noon on Friday, March 3, 2017.**

A short deliverable is required upon completion of the travel and is due by January 15, 2018 to administratively close out the award. Deliverables should briefly describe what was accomplished with the award and/or the benefits derived from it. This statement may be published in OSU media.

If you have any questions, please contact Tory Lightfoot, Research Support Services, at (405) 744-3336 or tory.lightfoot@okstate.edu.