



# HENDRIX-MURPHY FOUNDATION

## PROGRAMS IN LITERATURE AND LANGUAGE

### FACULTY-LED STUDY-TRAVEL PROPOSAL

Please type into this document. Use extra space as needed.

**CATEGORY** (Check all that apply)

\_\_\_\_\_ Literary and Language Research Trip

\_\_\_\_\_ Service Project in Literature and Language

\_\_\_\_\_ Writing or Language Immersion Retreat

\_\_\_\_\_ Course-Related Field Work in Literature or Language

**PROJECT TITLE** \_\_\_\_\_

**FACULTY LEADER NAME/S AND POSITION/S** \_\_\_\_\_

**PROPOSED TRAVEL DATES** \_\_\_\_\_

**DATE OF PROPOSAL SUBMISSION** \_\_\_\_\_

**# OF STUDENTS TRAVELING** \_\_\_\_\_ **IS THIS A COURSE-LINKED TRIP?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

*If yes:* Code and Title of Course \_\_\_\_\_

**ABSTRACT**

State the destination, main goals, and central activity of the trip in 150–200 words. If your proposal is funded, this abstract may be used to publicize the trip. [Enter your abstract on this page.](#)

**NARRATIVE** (1-2 pages)

Describe your proposed study-travel experience in literature or language, focusing on the learning goals of the trip and the central questions or topics that the participants will investigate. The relevance to curricular programs in literature and language at Hendrix College should be made clear. Students should not be merely passive tourists but should plan to involve themselves actively in research, learning, or field investigation that results in a specific product, such as a presentation, research findings, or reflective paper, which must be specified here. [Enter your narrative on this page.](#)

**REQUIRED READING OR OTHER TRIP PREPARATION**

What background reading, pre-trip meetings, or other preparation, if any, will students do? (This component is not required—we're just interested.) [Let us know on this page.](#)

**HOW WILL THE STUDENT TRAVELERS BE SELECTED?**

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**SPONSORS**

Does the proposed travel involve on-site hosts or sponsors (such as a conference, literary foundation, agency, or academic institution)? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, please provide the host organization's web address

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Has Hendrix previously attended or had an affiliation with this organization? How so? In what years?

Supply any relevant details.

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#### ODYSSEY

Are you seeking for this trip to bear Odyssey credit?

Which area? \_\_\_\_\_ AC \_\_\_\_\_ SP \_\_\_\_\_ UR \_\_\_\_\_ GA \_\_\_\_\_ PL \_\_\_\_\_ SW

#### BUDGET

Please supply precise details in the table below

PROJECT EXPENSE ITEMS	AMOUNT
1. Education costs: Conference registration, tuition, library usage fee, etc. (please itemize)	\$
2. Air travel (round-trip, coach fare from Little Rock--*If leaving from/returning to a different airport, please explain.) \$ _____ x _____ (# of travelers)	\$
3. Ground travel (i.e., vehicle rental, mileage, airport parking & transfer expenses, public transportation at destination)	\$
4. Meals Specify meal plan [_____] or calculate per diem as [_____ days x \$35])	\$
5. Lodging	\$
6. Other	\$
<b>7. SUBTOTAL EXPENSES</b>	\$

COST OFFSETS	AMOUNT
8. Student Monetary Contribution \$ _____ (each) x _____ (# of students)	\$
9. Other Grants or Funding. List any additional sources of funding this trip for which you have applied or which you have already received, such as an Odyssey grant, Odyssey Professorship, Faculty Travel Grant, other departmental or Hendrix grant, or external grant.	\$
10. In-Kind Non-Cash Donations List—but do not subtract—any in-kind contributions to the trip (for example, if someone is staying with family and thus does not have lodging expenses; special discounts or fee waivers; comped meals; etc.)	\$
<b>12. SUBTOTAL COST OFFSETS:</b> Sum of Monetary Contribution (line 8), Other Grants or Funding (line 9)	\$
13. Subtract Cost Offsets Subtotal (line 12) from Expenses Subtotal (line 7)	\$
<b>TOTAL REQUEST</b>	\$



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**Please read and sign if you agree:**

If this trip is funded, I will

- before the trip, require student-travelers to complete Hendrix's online consent forms;
- (for international travel only) require students to attend the Students-Away Orientation sponsored by the Office of International Programs;
- after the trip, submit all reimbursable receipts to the Hendrix-Murphy;
- assist in evaluation and assessment by tracking numbers of participants and estimated active learning-hours (excluding sleep and travel time) and gathering evaluative comments from the participating students.

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Applicant's signature

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Date

**Please email the completed application and any supporting materials to [Hendrix-Murphy@hendrix.edu](mailto:Hendrix-Murphy@hendrix.edu) with a cc to your department and area chairs.**

**Thank you for your proposal!**

**DEADLINES FOR PROPOSAL APPLICATIONS  
ARE THE FOLLOWING:**

**February 1, 2016**, for Summer 2016 projects;

**April 1, 2016**, for Fall 2016 and Winter Break 16–17 projects.

**October 1, 2016**, for projects occurring through Spring 2017.



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### **ABSTRACT**

State the main goals and central activity of the project (and, for a trip, the destination/s) in 150–200 words. If your proposal is funded, this abstract may be used to publicize the experience.

### **REQUIRED READING OR OTHER TRIP PREPARATION**

What background reading, pre-trip meetings, or other preparation, if any, will students do? (This component is not required—we're just interested.)

Please attach a separate document to your submission if provided space is insufficient.

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### **NARRATIVE** (1-2 pages)

Describe your proposed study-travel experience in literature or language, focusing on the learning goals of the trip and the central questions or topics that the participants will investigate. The relevance to curricular programs in literature and language at Hendrix College should be made clear. Students should not be merely passive tourists but should plan to involve themselves actively in research, learning, or field investigation that results in a specific product, such as a presentation, research findings, or reflective paper, which must be specified here.

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