



Douglas B. White Memorial Travel Fund Award
Application Guidelines
2014-2015

The Douglas B. White Memorial Travel Fund award is designated for Extended Studies travel and study to the Asian Pacific Rim, Africa, or South Asia. The fund is the result of a memorial gift from the parents of Doug White, a DePauw student who was tragically killed in a car accident in 1993 in Australia.

Interested students must prepare and submit a project proposal, which will be evaluated on the basis of its thoughtfulness and evidence of the project's educational benefit. Students must have a completed "[Extended Studies Independent Project Contract](#)" with all required information and signatures.

Proposals are considered by a committee consisting of the Assistant Dean of Experiential Learning and members of the faculty.

Financial need will be considered in making the awards, and all applicants must have current FAFSA forms (or CSS/Financial Profile for international students) on file with the Financial Aid office. Because funds are limited, not all worthwhile projects can be funded. Successful applicants will be asked to contribute in part to their expenses; financial awards generally consist of the cost of the round-trip airline ticket and a portion of room and board expenses.

Requirements:

- Students must be in good academic standing.
- Projects should not duplicate on-campus courses, repeat previous study or service projects, or replicate any job experiences.
- Travel to a particular site away from DePauw must be an integral rather than incidental component of the project.
- Projects should be 35-40 hours of work per week for a minimum of 8 weeks.
- Recipients will be expected to report on their experiences to the DePauw community upon their return.
- Student must enroll in classes in the spring 2015 semester.

To receive the Douglas B. White Travel Grant students are required to:

- Submit application by the deadline.
- A project sponsor's endorsement of the project must be submitted by the deadline. The sponsor must send an endorsement to Kate Knaul by email to kknaul@depauw.edu before the application will be reviewed. The endorsement need not be a formal recommendation letter but should briefly express the sponsor's assessment of the project's feasibility and merit, the student's ability to complete the project, and the relevance of the project to the student's

academic program.

- Submit all required forms and documents
- Complete mandatory online orientation

Applicants must submit a copy of the following application materials to the Hubbard Center for Student Engagement by Friday, November 14, 2014.

1. **A copy of the completed and signed Extended Studies Independent Project Contract.**
2. **Abstract of Project** (not more than 300 words)
3. **Why does carrying out this project matter?** Describe the intellectual significance of the proposed project and its value to your academic discipline, general audiences, or both. Explain how the project will complement, challenge, or expand your existing knowledge of the topic.
4. **Final Project and Dissemination:** What will be the end result of your project? When and how will you share it? Describe the intended results of the project and your intended audience. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, provide the URL. Please also note when you plan to share your project. We strongly encourage sharing your work in public venues across campus and in the community.
5. **Transcript:** Please note that transcripts will be reviewed to make sure you are in good academic standing and have no incomplete grades in regular semester courses. A copy of your advising transcript is sufficient.
6. **Project Budget:** Please provide a detailed budget estimate for your project. Carefully consider each of the following types of expenses: 1) Transportation; 2) Meals (\$50 a day max); 3) Accommodations; and 4) Project related expenses. The following numbered sections provide helpful information in relation to each of these types of expenses. In addition, please be sure to include information about all possible funding sources that will be used to carry out this project.
 - *Transportation:* Personal transportation between home and campus are not covered by this grant. Costs associated with travel to carry out the project could include: airfare to and from project site; luggage fees (if applicable); personal vehicle use (\$.42 a mile); public transportation (bus, rail, cab fares); highway tolls or airport taxes.
 - *Meals:* Meal expenses are limited to \$50 per day. This grant does not cover meal expenses if you are living at home or with family during your project.
 - *Accommodations:* Please indicate your estimated cost of housing during the project period. Please describe your housing arrangements (e.g. hostel, hotel, rented apartment) include rent or other housing costs and utilities (gas, electric, water, if applicable). This grant does not cover housing costs if you are living at home or with family.
 - *Project Related Expenses:* List any items needed to complete your project. Expenses such as tuition, art supplies, books, software, copying costs, developing costs, lab fees, and entrance fees can be covered. Expenses such as the purchase of permanent equipment (e.g., cameras), clothing, toiletries or other personal items are excluded.
7. **What is your financial aid need code, as determined by the Financial Aid Office?** This code can be found on e-services in your financial aid information. Need codes range from 0-6, with 6 being the highest need.