The International & Off-Campus Study (IOCS) faculty committee administers the Bagdasarian, Brittain, Evans, Mayaud, Mueller, and Voyages Summer Travel Awards. Students may apply for multiple awards for which they qualify (with a maximum amount of $3000 for each award), but students may not receive more than one award.

All application materials must be submitted by Wednesday, December 21, 2022. Please contact Dean Ali Janicek (ali.janicek@fandm.edu) with any questions about the awards or application process. Recipients will be notified by mid-February.

Student Information

Name (Last Name, First Name)

F&M Student ID number

Graduation Year

F&M Email Address
Declared or Intended Major(s)

Declared or Intended Minor(s)

Current Cumulative GPA

Indicate the award(s) for which you are applying (please read the descriptions of the awards to know which ones you are eligible for. For example, an award designated for "rising juniors" means the award must be for summer travel taking place during the summer before your junior year):

Bagdasarian
Brittain
Evans
Mayaud
Mueller
Voyages

Have you received a travel award from F&M in the past? If yes, please specify the name and year of the award.

Yes

No

Are you intending to use a Summer Travel Award to help fund a formal Off-Campus Study program (meaning you would like to receive academic credit at F&M for your summer study)?
Proposed Program Information

Proposed Program or Project Information

Program or Project Title
(if an approved Off-Campus Study program, please write title as it appears on this page.)

What will your primary title/position/role be? (You may select more than one.)

Researcher
Intern
Volunteer
Program participant (choose this option if applying to a for-credit Off-Campus Study program through the F&M OCS office)

Anticipated Length of Program/Project
For example: 2 weeks, 1 month, 2 months

Location(s) of Program/Project (City, Country)
Relevant Qualifications/Experiences

Please list any relevant qualifications or experiences that have helped you prepare for or become interested in your program or project. This could be coursework, previous research, travel, work experience or extracurricular activities.

Foreign Language Requirements

Does your program or project require foreign language skills? If yes, please detail relevant language experience.

Yes

No

Project or Program Statement

Please provide the following information (in approximately 500 words), depending on whether you are proposing a project or program.

For projects: Describe the objectives of your project, how you will achieve them, its connection to your interests, background, and goals, how the project complements your time at F&M, and how you will share the results with the F&M community.

For programs: Outline your interest in the program, including how the program is connected to your academic, personal or professional interests. Please also describe how this program complements your time at F&M and how you plan to share your experiences with the F&M community.
Contact Information for the Supervisor/Agency/Employer/Program
Please provide the name of the supervisor/agency/employer/program with whom you will be working, along with their connection to the project and contact information (telephone number or email).

If you are studying on an approved, for-credit Off-Campus Study program, please just list the name of the program (ASE, BU, CIEE, DIS, IES Abroad, IFSA, SIT, SFS, etc.)

Agency Letter of Support
If you are working with a specific individual or agency to facilitate your research, internship or volunteerism (not an Off-Campus Study program), you must request a letter or support from the contact/agency for your proposed project. This letter must detail the services the agency/contact will provide for you (such as housing, access to research facilities, opportunity to engage in volunteer work, etc...). This letter of support should be sent to Dean Ali Janicek (ali.janicek@fandm.edu) and must be received no later than Wednesday, December 21, 2022.

Will you be submitting a letter of support?
Yes
No

Human Subjects Review
If your project involves interviewing, surveying, or collecting data on individual people, please review the Human Subject study Guidelines on-line at [http://www.fandm.edu/grants/research-involving-animal-and-human-subjects](http://www.fandm.edu/grants/research-involving-animal-and-human-subjects). If your
project does require human subjects approval, you will need to complete the application (also available on the page linked above). You will not be able to access award funding unless your project receives CoG approval (if required).

**Does your project require Human Subject Study Approval?**

Yes

No

**Faculty Recommendation**

**Name of Recommender**
Each applicant must request one recommendation from a current F&M faculty member. Students should select a faculty member who can speak to their academic skills, social maturity, qualifications, and feasibility/appropriateness of the program or project.

The STA Faculty Recommendation Form can be found on the same page of the Off-Campus Study website where the application link was found (www.fandm.edu/off-campus/sta).

**Faculty recommenders must complete the recommendation form by January 5, 2023.** By requesting a recommendation, you waive your access to the completed form.

Recommendations play a key role in the award decision process, so please be sure to take the recommendation request seriously. You should meet with your recommender well in advance of the deadline to discuss your qualifications, motivations, and thoughtful planning efforts regarding your proposed project or program.

**Budget**
Project/Program Budget

Your budget should show ALL expenses you expect to incur for your project or program.

If you are participating in a formal Off-Campus Study program, your only expense may be the program fee charged by the program/organization (which usually includes tuition, insurance, housing, and meals) plus any travel to/from the program site.

If you are not studying through a program, you will have to estimate all of your anticipated itemized costs.

Is an organization charging you a fixed program fee for your project or program?
Yes
No

Write the total program fee amount charged by the organization.

Explain what is included in the program fee.
Tuition
Housing
Meals
Travel
Insurance

Other (please explain)

Do you expect to incur additional expenses not included the program fee?
Yes
No
As you indicate any expected expenses in the sections below, please remember that expenses must be directly related to your program or project and may not be personal expenses (toiletries, clothing, phone calls home, touristic photos, personal travel, etc.)

**ESTIMATED TRAVEL EXPENSES**

Please list type and amount of any travel expenses you expect to incur.

*Travel expenses could include airfare, trains, buses, or cars and may be for travel to/from your host location or within your host location. (Please note that airfare expenses incurred to travel to/from your home country will NOT be reimbursed by a Summer Travel Award.)*

I expect airfare expenses will total:  
I expect train expenses will total:  
I expect bus expenses will total:  
I expect car expenses will total:  

I expect to incur other travel expenses (please specify type of travel expense and the amount)  

I do not expect to incur any travel-related expenses for my project or program.

**ESTIMATED LIVING EXPENSES**

Please list the type and amount of living expenses you expense to incur.

*This could include lodging (hotel, hostel, host family, dorm, apartment, etc.) or meals.*

I expect lodging expenses will total:  
I expect meal expenses will total:  

I expect to incur other living expenses (please specify type of living expense and the amount)  

I do not expect to incur any living expenses for my project or program.

**ESTIMATED EQUIPMENT/SUPPLIES EXPENSES**

Please list type and amount of any *equipment* or *supplies* expenses you expect to incur that relate directly to your project or program.

*This could include books, computers, cameras/film, sound equipment, flash drives, other technology equipment, paper, printing supplies, etc.*

I expect equipment or supplies that I might need to include the following (please provide a description):

I expect the total cost of the equipment and supplies I might need to be (please provide a dollar amount):

I do not expect to incur any expenses related to supplies or equipment for my project or program.

**ESTIMATED TECHNOLOGY EXPENSES**

Please list type and amount of any *technology* expenses you expect to incur.

*This could include internet or data, software, applications, or other technology personnel or services.*

I expect technology that I might need to include (please provide a description):

I expect the total cost of the technology I might need to be (please provide a dollar amount):

I do not expect to incur any expenses related to technology for my project or program.

**OTHER ESTIMATED EXPENSES**
Please list type and amount of *any other expenses* not already mentioned that you expect to incur.

*This could include health insurance, innoculations, passport, visas, etc.*

I expect to incur other expenses not already mentioned (please provide a description):

I expect the total cost of these other expenses to be (please provide a dollar amount):

I do not expect to incur any other expenses not already mentioned.

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**TOTAL ANTICIPATED PROGRAM/PROJECT COST**

Please write the total of:

- All estimated expenses you listed on this page
  
  + Any fixed program fee from the previous page *(if applicable)*

Does the total anticipated cost for your project or program exceed $3000?

Yes

No

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**ADDITIONAL RESOURCES**

Considering Summer Travel Awards are a maximum of $3000, please explain what types of additional resources you may have to cover any expenses over $3000 so that the committee can judge whether your budget is realistic and feasible, whether you have adequate funding, and advise you as needed about how to proceed.

Are you seeking other types of funding/scholarships?

Are you using personal savings or family assistance?
What is the total amount of additional resources (beyond the $3000 Summer Travel Award) that you hope to have?

Expectations of STA recipients

Students who are selected for a Summer Travel Award will be required to:

- Register itinerary and plans in the F&M Off-Campus Study portal
- Sign a contract and attend a pre-departure orientation
- Submit a thank-you letter/report (2-3 pages with photos) to the donor due by the beginning of the fall term
- Share your project or program experience with the F&M community (through the Off-Campus Study Fair, Research Fair, Summer Experiences Fair, or work with specific departments or organizations on campus.)

Please continue to next page to submit your Summer Travel Award application.