UNIVERSITY OF ARKANSAS

Service Learning Initiative

Service Learning Development Grants

Faculty Travel Grant Application

Submission Deadline: Applications will close at the end of each month. Awards will be made until all funds have been exhausted for the semester.

General Information

The goal of these grants is to help increase the number and improve the quality of undergraduate service learning courses at the UA by providing financial resources for planning and development of service learning activities and to promote the diffusion of academic ideas related to service learning.

Domestic Travel Grants

Available funds can be awarded to faculty to support travel for pre-program **domestic** site visits or for **domestic** academic conference presentations related to a service learning course. These funds cannot be used for international travel. Any proposal can be awarded up to $1,500.

Application Deadline

Rolling

Applicant Eligibility

The applicant must be the lead instructor of a course already in the course catalog or the lead developer of a new course that is intended to be designated as service learning. Additional co-applicants can be faculty, staff, or graduate teaching assistants of any title and rank. All applicants must be UA employees. Applicants' eligibility will be confirmed through department head/chairs and/or college deans.

Use of Funds

- Approved domestic travel for the planning and coordination of service learning activities and to meet with potential service learning clients/collaborators
- Approved domestic travel to share service learning ideas with others at state, regional, or national academic conferences

All forms must be submitted electronically using the Service Learning Travel Grant application through InfoReady. Go to **servicelearning.uark.edu > Faculty Resources> Faculty Grants and Awards> Faculty Travel Grant** for link and more details.

Service Learning Travel Application

For travel associated with course development or conference attendance

Below is the list of information you will be expected to provide on the submission site.

PI Name: [_____]   Title: [_____]

Department: [_____]   Departmental Address: [_____]

PI Email: [_____]   PI Work Phone: [_____]

Please list names, titles and departments of any co-PIs

Name: [_____]   **Title:** [_____]   **Department:** [_____]

1. Please provide the following information:

    a. Please provide course alpha, number and title below.

        Alpha [_____]   Number [_____]   Course Name [_____]

    b. Please describe the course learning objectives and how service learning is being integrated to meet the course objectives and a community need. *(250 words maximum)*

2. Please explain the need for this funding and how it supports:
    a) course improvement,
    b) course development, or
    c) the professional development of the service learning faculty member.
    (Maximum 500 words)

3. Budget Information
   a. Download and complete the budget spreadsheet with the information regarding travel – total costs **for all travels associated with a particular course** cannot exceed $1500.

Item	Quantity Needed	Price per Unit	Total
Registration			
Airfare			
Mileage			
Hotel			
Allowable Daily Per Diem			
Other costs (explain)			
Total Cost of Travel			
Total Request to Service Learning			
Costs to be Covered by Other Sources			

   b. Provide a budget narrative (maximum 1 page) explaining either
      - Cost of travel for the planning and coordination of service learning activities and to meet with potential service learning clients/collaborators, proposed dates of travel, and names and positions of personnel planning to travel (for both grant types, if applicable), OR
      - Cost of travel to academic conferences, proposed dates of travel, and names and positions of personnel planning to travel (for both grant types, if applicable).

4. Provide the telephone number and email address of the department head or dean who can validate the request and officially verify the existing or planned course and service learning activity.

5. Please describe the impact of this travel including:
      - Number of undergraduate students and graduate students directly impacted by the proposed service learning activity in the upcoming semester when the course will be offered and/or
      - Statement on extended benefits to future students of participating in this conference or undergoing a site visit
      (Maximum 500 words)

Final requirements of successful applicants:

- All travel arrangements must be managed by awardee's home department.
- Submit an end-of-year impact report (1 page plus photos) by June 15 of the current academic year.
- The end of year impact report should be 1-2 pages, single spaced, 1-inch margins, Times New Roman 12-point for in Word format. The report should describe:
   a. The travel experience
   b. what class this was for (if relevant)
   c. how it was used as part of the service learning experience
   d. impact of use - what did this purchase help to achieve? How many students and how many community partners were impacted?
   e. Additionally it should include 2-4 pictures of you during your travel experience. Please provide good captions to describe the photo.

Please direct any questions to Lisa Bowers (lmbowers@uark.edu) or svclrn01@uark.edu