This Request for Proposals (RFP) is directed to Arts & Sciences faculty members and students. There are two parts; only students may apply to RFP A; only faculty members may apply to RFP B, but the proposal must include students as active participants.

**International Travel Scholarships and Intercultural Research Fund.** This document contains the Request for Proposals for the two allowed areas of the International Initiatives Fund, which has approximately $25,000 to allocate. Because there is some overlap among the three Elliott funds, a description of all three is appended to the end of this document.

**Types of Projects.** Description of the types of projects that will be supported:

- **RFP A.** Only students may apply. Funds may be used to support international and domestic intercultural travel, research and internships by students, especially those who could not normally afford to participate in these activities. It does not apply to study at foreign institutions, as occurs in traditional study abroad or student-exchange programs, or to study and travel associated with standard international or domestic travel courses that appear in the course schedule.

- **RFP B.** Only faculty members may apply. Funds may be used to support a range of intercultural travel, study, and research and creative activities by groups of students with faculty mentors.

**Application Deadlines.** Proposal deadline is **Monday, March 9, 2015.** Submit electronic (only) applications to Windy Stein (windy@pacificu.edu).

**Spending Window.** Funds may be spent between now and **June 30, 2016.**

**Allowed Funding Range.** RFP A—maximum of $1,500. RFP B—normally maximum of $5,000; smaller projects are encouraged.

**Notification.** RFP A: The Director of Study Abroad, Director of International Programs, Director of Financial Aid, and Dean of Arts & Sciences as Chair oversee funds for RFP A.

- RFP B: The Dean of Arts & Sciences oversees this fund and makes funding decisions in consultation with the College of Arts & Sciences Dean’s Council

The Dean will notify those submitting proposals of the funding decision within two weeks of the submission deadline.
RFP A. Student Projects (only students may apply)
Proposal Format

The proposal should be no more than two pages in length, excluding the budget page and references.

Applicant:       Date:
Major(s):       Travel to:
I. Proposal
   A. Concept and Rationale
      This section should describe the reason for the travel and should argue its importance to the student’s education. Is international travel required for the major? Are you undertaking research or an internship that is not available in the U.S.? Describe the research/internship project. Describe the expected educational outcomes. Literature references should be included for scholarly projects. Any research activity that involves human subjects must be submitted for IRB review (www.pacificu.edu/irb).
   B. Project Conduct and Timeline
      This section should include a description of how the project or investigation will be conducted and a timeline. Please note that funds will be available immediately and must be expended by June 30, 2016.
   C. Advisor Letter
      Please have your advisor submit a short letter of support for your project, and a statement regarding whether or not the project must be submitted for IRB review.

II. Significance of Project Outcomes to Pacific University
   This section should include a summary of the importance of the project as it applies to the broad goals of the Elise Elliott fund. Also include any plans for publication or presentation.

III. Budget
   This section should consist of a list of costs and justifications for each type of expense. The amount requested from the Elliott International Fund may not exceed $1,500. The overall budget may exceed $1,500. If the overall budget exceeds $1,500, then the source of funds to cover that part in excess of $1,500 must be given. This may include personal funds.
   A. Travel (itemize)
   B. Equipment (itemize)
   C. Supplies (itemize)
   D. Source of Other Funds. List funds secured from other sources here. If you have applied for funding from other sources, you must disclose those here.
RFP B. Faculty-Student Projects (only faculty may apply)
Proposal Format

The proposal should be no more than two pages in length, excluding the budget page and references.

Title of project:

Applicant:        Date: 

Travel to:     Number of faculty members ____ students ____.

I. Proposal
   A. Concept and Rationale
       This section should describe the project and should argue the importance of the project. It may include travel for international/intercultural exchange/research in the U.S. or abroad. Literature references should be included for scholarly projects. Any research activity that involves human subjects must be submitted for IRB review (www.pacificu.edu/irb).
   B. Project Conduct and Timeline
       This section should include a description of how the project or investigation will be conducted and a timeline. Please note that funds will be available immediately and must be expended by June 30, 2016.

II. Significance of Project Outcomes to Pacific University
   This section should include a summary of the importance of the project as it applies to the broad goals of the Elise Elliott fund. Also include any plans for publication or presentation.

III. Budget
   This section should consist of a list of costs and justifications for each type of expense. The overall budget normally may not exceed $5,000, but smaller projects are encouraged. The amount requested from the Elliott International Fund normally may not exceed $5,000. If the overall budget exceeds $5,000, then the source of funds to cover that part in excess of $5,000 must be given.
   A. Travel
   B. Equipment
   C. Supplies
   D. Source of Other Funds. List funds secured from other sources here. If you have applied or intend to apply for funding from other areas of the Elliott Fund or from other sources, you must disclose those here.
Mrs. Elise Elliott left a trust of over $5 million with a San Francisco foundation to benefit Pacific University. One half of the income is to be used for undergraduate liberal arts student scholarships. The other half is to be used for:

“…undergraduate liberal arts students attending Pacific University for cultural activities and enrichment, consisting of, but not limited to, such activities as theatre presentations, music and arts programs, book acquisitions, exhibits, guest lecturers, rental housing subsidies, advising of undergraduate liberal arts students. It is (Mrs. Elliott’s) intent that these funds be used to assist the University in providing a full range of services to its undergraduate liberal arts students. The net income received, however, shall not be used for administrative or capital expenditures, or general operating expenses of the University.”

1. **Academic Initiatives Fund**
   Managed by the Dean of Arts and Sciences in consultation with the Dean’s Council.

   Funds may be used for activities that support the broad goals of the Fund, such as student-faculty travel to promote intercultural exchange, faculty development in the arts, student-faculty research in the arts or creative work in the arts, student-faculty cultural activities or cultural research, and academic and cultural events that promote the goals of the Fund.

2. **International Travel Scholarships and Intercultural Research Fund.**
   Managed by a committee comprised of the Director of Study Abroad, the Director of Financial Aid, the Director of International Programs, and the Dean of Arts and Sciences as Chair.

   Funds may be used to support international and domestic intercultural travel, research and internships by students, especially those who could not normally afford to participate in these activities. Funds may also be used to support a range of intercultural travel, study and research activities by groups of students with faculty mentors. The committee will develop and publish criteria for travel, research, internship and group activity awards, and will solicit applications from eligible students and faculty.

3. **Arts Initiatives Fund**
   Managed by a committee comprised of the Chairs of the Arts Departments and chaired by the Arts & Humanities Director.

   Funds may be used to support exhibits, visiting artists, and initiatives not already provided for in the operating budget.