**2018-19 TIM O’BRIEN ENGLISH RESEARCH TRAVEL SUPPORT FUND**

**APPLICATION COVER SHEET**

*For 2018-19, scholarships will be awarded in $500 increments (up to a maximum of $1,000), based on the nature of the research project and the quality of the application.*

**Eligibility**

To be eligible for this scholarship, the applicant must:

• Be an English Department major at CWRU (including graduating majors in Spring 2019).

• Submit all of the application components (below) prior to the deadline.

**Deadline**

Applications must be submitted to cxf33@case.edu by Friday, May 17, 2019. To apply, you must submit this cover sheet along with ALL of the following:

NAME:

MAJOR:

EXPECTED GRADUATION:

CWRU NETWORK ID:

1. A SHORT ESSAY (5 paragraphs) that describes the research travel opportunity and explains why it is important to you. Each of the five paragraphs should address, respectively:

i. The basic details of the travel, including:

 The title of the event or location;

 The name and city of the travel destination;

 Your start and end dates for the travel.

ii. The tasks and responsibilities involved in the research, and the skills that you expect to learn from the experience

iii. How your major, coursework, and/or extracurricular activities at CWRU have prepared you for this experience

iv. How the research supports your post-graduation and career goals

v. A prose summary of your financial need, including:

a) The amount requested from the English Major Travel Support Fund

(up to a maximum request amount of $1,000.00 USD)

 b) Other income and resources you will use as support during the internship

1. YOUR BUDGET (see a sample budget below)
2. YOUR RESUME (learn how to write a resume in the CWRU Career Search Guide, pp. 66-106: <https://students.case.edu/career/doc/careersearchguide.pdf>)

**FUNDING FOR 2018-19 ENGLISH MAJOR TRAVEL SUPPORT FUND**

**SAMPLE BUDGET**

Use the information below as a guide to create your budget and statement of financial need. The funding is designed to offset some of the expenses related to the research project. Allowable expenses include travel, conference registration fees, memberships, entry fees, transportation, accommodations and food. The budget should provide an honest, thorough and well-considered account of researched projected expenses.

**PROJECTED INCOME**

Funds you or your family can contribute to the related expenses, and other funds you may receive.

1. Personal savings/family contribution $200.00
2. Baker-Nord support $100.00

**TOTAL PROJECTED INCOME** $300.00

**PROJECTED EXPENSES**

Expenses you have researched and expect to incur while conducting your research project, such as travel, accommodations, meals, conference fees, etc.

1. Projected and researched return flight, Cleveland to Chicago (American Airlines) $500.00
2. Hotel $300.00 ($100 per day x 3 days)
3. Food $80.00 ($30 per day)
4. Transit Pass $20.00 ($10 per day)
5. Conference, Registration, Entry fees $100.00

**TOTAL PROJECTED EXPENSES** $1,000.00

**AMOUNT OF NEED**

$700.00

[Example] My estimated budget for this research project is $1,000. I request $700 to offset expenses while I conduct this research project. I can only contribute $200 toward the expenses. The Baker-Nord Center has awarded me $100, which I can use for living expenses. I will travel from Cleveland, to Chicago by air. I researched flights and American offers the most economical option. I have found a hotel that charges $100/day. I will use daily transit passes to go from there to the conference center. The funding would not only provide support for the expenses above but also help alleviate my family's and my own financial burden for the next academic year. My education at CWRU is made possible by a significant number of scholarships, grants, and loans. This amount of funding would greatly contribute to my ability to participate in this research.