

All Nyhus Travel Grant proposals should include a description of the research project and a detailed proposal for the research that you plan to pursue with the travel grant. Proposals also should include an itemized budget. All proposals should be approved by the faculty member who is advising the research project.

The **itemized budget** should indicate the projected dates of travel and research and provide a detailed justification for all anticipated expenses (travel, lodging, meals, research fees, and expenses). Rather than giving broad estimates of costs or providing a range of costs (since ranges cannot be reimbursed), give actual costs when possible with all figures rounded to the nearest **\$10** in USD. Please note that the grant review committee expects students to put forward a plan to use the funds as effectively as possible. This might mean staying in hostels or sharing a hotel room and using mass transit rather than taxis when possible.

Transportation: Train, bus, and subway/public transportation fares are set and therefore easy to find online. Plane fares vary from day to day and by the season, but since you know when you plan to travel, you can provide a close estimate of the cost of the round-trip fare. If your plane arrives in the evening or late evening, it might be wise to take a taxi or Uber/Lyft (among other options of shared ride service) to your lodging place. You can find fare estimates for these services online, so use those. Otherwise, plan to take public transportation in the city for transport to archives, other institutions, interviews, etc. If you are driving to the archive, determine the mileage using an online mileage calculator such as Mapquest or Google Maps. Use the college's current mileage reimbursement rate (per mile). In 2020, that rate is .575 per mile.

Lodging costs for hostels and hotels are available online. Please give both the daily rate and the total cost.

Meals: For estimating a per diem rate for meals, Student Fellowships and Research suggests \$30 a day. If you think you will need more than that, then offer an explanation.

Research expenses: As for the expenses for doing your research, institutions indicate fees for using their resources and archives.

For students traveling to countries that require a travel visa, please consult faculty members who have experiences traveling to those regions (for example, if you are visiting China, you may consult Professor Leah Zuo).