

## Knowlton School 2017 Architecture Research Travel Award (ARTA) Application

Architecture Research Travel Awards (ARTA) support independent travel for up to 30 days by undergraduate and graduate students of the Knowlton School. Awards are open to students from all sections. The destination and purpose of travel is at the discretion of the student. Faculty advisors are recommended but not required.

The only stipulations are that students who accept the award must:

1. present their findings at an all-School lecture during the autumn semester following their travel,
2. be a United States citizen.

Note that every Ohio State student who is a U.S. citizen and traveling internationally to study, intern, research and/or study independently is required to register with the nearest U.S. embassy or consulate through the [U.S. Department of State's Smart Traveler Enrollment Program](#). Registration will make a student's presence and whereabouts known should it be necessary to contact them in an emergency. Students are also encouraged to review the U.S. Department of State Study Abroad Office's website at [studyabroad.state.gov](http://studyabroad.state.gov).

All Ohio State students traveling abroad for academic purposes must be enrolled in [international supplemental insurance](#), providing not only health insurance, but coverage for emergency assistance, evacuation and repatriation.

Applications must be formatted as Arial font, 12 point, single-spaced, one-inch margins, four pages:

Page one:

- Upper right hand corner on five separate lines as follows:
  - Name
  - Student ID & email address
  - Year and program (e.g. UG3 Landscape, G2 CRP)
  - Proposed dates and place of travel
  - Total amount of funding request.
- Body of page. Project title followed by a 500-word proposal description that describes a) where you will travel, b) what the intentions of your travel are, and c) why your travel and findings will be of interest to others.

Page two:

- Project schedule detailing dates and places.
- Project budget accounting for air travel, travel in country, lodging, daily food allowance, and any other expenses. **(Note: the ARTA program funds up to 75% of budgeted travel, lodging and meal expenses only; the applicant funds the remaining 25%, as well as 100% of all other**

***expenses; awardees are reimbursed for eligible expenses after the conclusion of their travel and once they have confirmed their ability to make a public presentation on campus during the Autumn 2017 semester; to be reimbursed, awardees must submit original receipts to the Knowlton Business Manager for eligible expenses within 30 days of the beginning of the Autumn 2017 semester).***

Page three:

- One page resume following format listed above. Joint applications should include separate resumes on additional pages as required.

Page four:

- Copy of current advising report. Joint applications should include separate advising reports on additional pages as required.

Applications must be assembled as a PDF and emailed to Douglas Sershen at [sershen.2@osu.edu](mailto:sershen.2@osu.edu) by noon on Friday, January 27, 2017. Awards will be announced by mid-February.