



SCHOOL OF ARCHITECTURE

Aydelott Travel Award and Aydelott Prize

This document provides information about the Aydelott Travel Award and the Aydelott Prize and the proposal form for the MSU Aydelott Travel Award. This document is organized in three sections:

- ***The Aydelott Travel Award and the Aydelott Prize, Proficiency in the Art of Architectural Analysis*** – An introduction to the Aydelott Award and Aydelott Prize including information about Alfred Lewis Aydelott, FAIA (1916-2008), who, with his wife Hope Galloway Aydelott (1920-2010), established the Aydelott Award, the Aydelott Prize, and the Alfred Lewis Aydelott, FAIA and Hope Galloway Aydelott Award Support Fund
- ***The Aydelott Travel Award And Aydelott Prize Program Information*** - Information about the Aydelott Travel Award And Aydelott Prize including eligibility requirements, review criteria, and award conditions and specific information for architecture students in the School of Architecture, College of Architecture, Art, and Design at Mississippi State University about the MSU Aydelott Travel Award
- ***The MSU Aydelott Travel Award Proposal Form*** – The proposal form and attachments that MSU architecture students must complete to submit a proposal for the Aydelott Travel Award

MSU Architecture students considering submitting a proposal for the MSU Aydelott Travel Award are encouraged to review this document to become familiar with the requirements and goals of both the MSU Aydelott Travel Award and the Aydelott Prize. This document has been distributed to MSU architecture students. It is also available on the MSU School of Architecture website.

*Submissions for the MSU Aydelott Award must be received by email no later than **February 1, 5:00 PM CST**. Please refer to full program requirements in this document for complete instructions.*

Questions about the MSU Aydelott Travel Award or Aydelott Prize should be emailed to aydelott@caad.msstate.edu. Answers to questions will be posted on the MSU School of Architecture website regularly.



School of Architecture

Aydelott Travel Award and Aydelott Prize

Program Information

November 2017

This program information document outlines the background of the Aydelott Travel Award and the Aydelott Prize programs. It also outlines eligibility requirements, review criteria, and award conditions as well as information about Alfred Lewis Aydelott, FAIA (1916-2008), who with his wife Hope Galloway Aydelott (1920-2010), established the Alfred Lewis Aydelott, FAIA and Hope Galloway Aydelott Award Support Fund.

This document also includes specific information for architecture students in the School of Architecture, College of Architecture, Art, and Design at Mississippi State University including specific eligibility requirements for the MSU Aydelott Travel Award. Please refer to the 2016 MSU Aydelott Travel Award Proposal Form for detailed submission requirements and the submission deadline. This program information document and the attached proposal form have been distributed to students. They are also available on the School of Architecture website.

The Aydelott Travel Award and The Aydelott Prize

Proficiency in the Art of Architectural Analysis

The Aydelott Travel Award and the Aydelott Prize were established to encourage students to “become proficient in the art of architectural analysis” by enabling them to conduct firsthand in-depth observation, research, and analysis of four unique buildings. Architecture students currently enrolled in a professional architecture degree program at the University of Arkansas, Fayetteville; Auburn University; Mississippi State University; and the University of Tennessee are eligible to submit proposals to their respective institutions.

As described by Alfred Lewis Aydelott, FAIA (1916-2008), who established the Aydelott Travel Award and the Aydelott Prize, the goal of the Aydelott Travel Award is to challenge architecture students to “express through an essay or series of essays, with appropriate photos and other illustrations, precisely why, in his or her opinion, each building selected for analysis possesses qualities which justify ranking among the best in the world.” Through the process of identifying, researching, visiting, observing, and documenting buildings, the Aydelott Travel Award prepares the recipient for “what he or she will continually be required to do in his or her architectural career.” The award allows the recipient to analyze buildings and communicate that analysis in a manner “such that a board of directors, an architectural publication, a news reporter, or a client will have an understanding of the design and the thinking behind it.”

Call for Proposals for the Aydelott Travel Award

MSU Aydelott Travel Award and Aydelott Prize Program Information

School of Architecture, Mississippi State University

Based on proposals submitted in the fall, Aydelott Travel Awards of \$20,000 each are presented annually each spring to one architecture student at each of four universities: the University of Arkansas, Fayetteville; Auburn University; Mississippi State University; and the University of Tennessee. Upon completion of research and submission of final reports, one student, whose report is determined through a juried selection process to be the best among all submissions in that year, is awarded the Aydelott Prize and \$5,000.

Students are required to submit a proposal to the Aydelott Travel Award representative at their respective architecture program at a date specified by the architecture program at the beginning of spring term. In their proposal students are required to outline a research agenda that identifies four individual buildings that they will analyze, their rationale for selection of these buildings, and a description of how the proposal satisfies the goals of the Aydelott Travel Award as well as supporting materials.

Recipients will be announced during spring term so that students can finalize research and travel itineraries with the support of an Aydelott Travel Award faculty mentor at their university during the spring term and conduct travel and research during summer term. Students are required to prepare reports in coordination with their faculty mentor during the fall term and submit them in December. Students will be encouraged to complete the analysis and report as a part of an independent study at their university in order to receive academic credit and conform to academic schedules. Each report will be eligible for the Aydelott Prize, which will be awarded in spring of the year following the summer research and travel.

Students should refer to specific proposal requirements and submission deadlines specified by their architecture program.

The Alfred Lewis Aydelott, FAIA and Hope Galloway Aydelott Award Support Fund

The Aydelott Travel Award and the Aydelott Prize were established by Alfred Lewis Aydelott, FAIA (1916-2008) and his wife, Hope Galloway Aydelott (1920-2010) to help architecture students at the University of Arkansas, Fayetteville; Auburn University; Mississippi State University; and the University of Tennessee to develop effective analytical skills. Both awards are supported by the Alfred Lewis Aydelott, FAIA and Hope Galloway Aydelott Award Support Fund. The 2016 call for proposals is the inaugural year of the Aydelott Travel Award and the Aydelott Prize program.

Alfred Lewis Aydelott, FAIA

Alfred Lewis Aydelott, FAIA practiced architecture in Memphis, TN from 1938 to 1979. Among his many buildings are the US Embassy in Manila, Philippines; the PET Building, St. Louis, MO; the Memphis City Hall, Memphis, TN; and numerous buildings in the Memphis area. Mr. Aydelott was a Visiting Architect in Residence at Yale University and at the Carnegie Institute of Technology. He received numerous awards for his architecture work.

The Aydelott Travel Award and the Aydelott Prize honor Alfred L. Aydelott's legacy as a visionary architect who had a significant impact on the City of Memphis, the careers of many architects he mentored, and the education of many students he supported through many contributions that he made during his lifetime.

Alfred L. Aydelott's positive impact on architecture students and future architects continues through the generous endowment that he and his wife made with the establishment of the Alfred Lewis Aydelott, FAIA and Hope Galloway Aydelott Award Support Fund.

MSU Aydelott Travel Award and Aydelott Prize Program Information
School of Architecture, Mississippi State University

The Aydelott Travel Award and The Aydelott Prize

1. Eligibility

1.1. Aydelott Travel Award Eligibility

In order to be eligible to submit a proposal for the Aydelott Travel Award, a student must be in good academic standing and must meet specific requirements established by their respective institution.

Architecture students at Mississippi State University must be enrolled in the third year of the Bachelor of Architecture (B.Arch.) program in the School of Architecture during the current academic year in order to be eligible to submit a proposal to the 2017 Aydelott Travel Award program.

1.2. Aydelott Prize Eligibility

Each recipient of an Aydelott Travel Award who successfully completes and satisfies all award requirements will be eligible to be considered for the Aydelott Prize.

2. Awards

A total of five awards may be made each year:

- Four (4) Aydelott Travel Awards and \$20,000 each, may be awarded, one to an eligible architecture student at each of the four universities.
- One (1) Aydelott Prize, \$5,000, may be awarded to one of the Aydelott Travel Award recipients.

3. Aydelott Travel Award and Aydelott Prize Deadlines and Schedule

3.1. MSU Aydelott Travel Award

Proposal submission deadline:	February 1
Announcement of award recipients:	February 15
Finalization of award proposal:	Spring term
Travel award installment 1:	TBD
Travel period:	Summer term
Travel report interim report:	Mid-summer, date to be determined by faculty mentor
Travel award installment 2:	Upon submission of interim report and faculty mentor approval
Report preparation period	Fall term
Report submission deadline:	End of fall term

3.2. 2017 Aydelott Prize

Announcement of recipient:	TBD
----------------------------	-----

Note: Dates are subject to change. Please check the Aydelott Travel Award and the Aydelott Prize program information on the MSU School of Architecture website for updates.

4. Aydelott Travel Award Submission Requirements

Students are required to complete and submit the Aydelott Travel Award proposal form to their respective architecture program at the beginning of spring term. Please refer to the MSU Aydelott Travel Award Proposal Form for detailed submission requirements and the submission deadline.

MSU Aydelott Travel Award and Aydelott Prize Program Information

School of Architecture, Mississippi State University

In their proposal students are required to outline a research agenda that identifies four individual buildings that they will analyze, their rationale for selection of buildings, and a description of how the proposal satisfies the goals of the Aydelott Travel Award. Students are also required to submit supporting materials which include resources, a travel itinerary, and a budget.

Students should describe in their proposal ways in which their research agenda and the opportunity to visit the buildings they identify and meet with architects, building professionals, owners, and users will allow them to conduct research and analysis at a level that would not be possible without this opportunity. Although buildings do not have to be related, students should describe their rationale for selection of buildings and ways in which these buildings contribute to their research agenda. There are no restrictions on building's age, location, or architects as long as each building supports the student's research agenda.

Note: Please refer to the MSU Aydelott Travel Award Proposal Form for detailed submission requirements and the submission deadline.

5. Aydelott Travel Award and Aydelott Prize Review

Proposals submitted for the Aydelott Travel Award will be reviewed and recipients will be determined by each university independently.

Once Aydelott Travel Award recipients have completed travel and submitted final reports, the four Aydelott Travel Award reports will be reviewed by a collective panel of individuals representing each of the four universities and invited external reviewers. The panel will select one student to receive the Aydelott Prize.

6. Review Criteria

6.1. Aydelott Travel Award Review Criteria

Criteria for the Aydelott Travel Award include:

- Description of a research agenda and selection of buildings that demonstrates the potential for the recipient to:
 - Analyze buildings and communicate that analysis “such that a board of directors, an architectural publication, a news reporter, or a client will have an understanding of the design and the thinking behind it,”
 - Express why each building “possesses qualities which justify ranking among the best in the world,” and
 - Achieve proficiency in the “art of architectural analysis.”
- Feasibility of proposal in relation to budget, constraints, and award objectives

6.2. Aydelott Prize Review Criteria

The Aydelott Prize will be awarded to the student whose research and analysis is judged to be the best of the four submissions in meeting the objectives of the Aydelott Award Program.

Note: Each university may establish additional Aydelott Travel Award internal review criteria. The decision to award an Aydelott Travel Award is the discretion of each university. Based on the quality of applications, a university may decide not to make an award. Based on the quality of submissions, the Aydelott Prize panel may decide not to make an award.

7. Award Conditions

MSU Aydelott Travel Award and Aydelott Prize Program Information

School of Architecture, Mississippi State University

7.1. Faculty Mentor

Each Aydelott Travel Award recipient will be assigned a faculty mentor at their respective institution. The faculty mentor will be the student's point of contact and will be responsible for supporting the student's work through development of an appropriate itinerary, identification of university resources and support including contacts related to individual buildings and locations on the student's itinerary, interim and final report submission, and any necessary adjustments.

7.2. Award Payment Schedule

Aydelott Travel Award funds will be paid in two installments. Installment 1 (+/- 70% of the award or +/- \$14,000) will be paid prior to travel so that the recipient can purchase tickets and make advance travel commitments. Installment 2 (+/-30% or +/- \$6,000) will be paid upon submission of an interim report and approval by the faculty mentor.

7.3. Interim and Final Report Reports

Aydelott Travel Award interim and final report requirements and format and the interim report deadline are to be coordinated with the individual faculty mentor and university in advance.

7.4. Buildings

There are no specific requirements for the buildings that students may select as long as each building supports the Aydelott Travel Award recipient's achievement of the goals of the Aydelott Travel Award and the Aydelott Prize.

In the event that Aydelott Travel Award recipients at two or more universities have selected the same buildings, each recipient may be required to define the specific focus of their analysis or each recipient may be required to select an alternate building with the advice of their faculty mentor. In the event that unforeseen circumstances prevent access to a building or travel to a building location, students may select an alternate building with the consent of their faculty advisor. In all circumstances, the alternate building must contribute to and be related to the overall research agenda.

7.5. Travel Itinerary

Other than emergency situations, significant modification of the approved Aydelott Travel Award itinerary must be approved in advance by the recipient's faculty mentor and the Aydelott Travel Award representative at the respective university.

7.6. University Support

Insofar as possible, each university is committed to supporting their selected Aydelott Travel Award recipient to support a more thorough analysis of the building. Examples of possible support includes introductions to specialists, consultants, and building professionals including architects responsible for or knowledgeable about the building or aspects of the building. Other examples may include visits to practices and observation of the workings of the architect's and other building professional's offices.

The extent of support will depend upon a variety of factors including, but not limited to, the university's resources and networks, the specifics of the buildings selected by the Aydelott Travel Award recipient (e.g., building age, building location), and other constraints.

Note: The availability, extent, or feasibility university support should not be a constraint to selection of buildings. Buildings should be selected on the basis of their potential to support the Aydelott Travel Award recipient to achieve the goals of the Aydelott Travel Award and the Aydelott Prize.

MSU Aydelott Travel Award and Aydelott Prize Program Information

School of Architecture, Mississippi State University

7.7. University Conditions

The Aydelott Travel Award and the Aydelott Prize are subject to the conditions of each individual university. It is the individual recipient's responsibility to confirm all university conditions for acceptance of Aydelott Travel Award funds as well as for travel.

7.8. Recipient Responsibilities

In accepting an Aydelott Travel Award, the recipient agrees to the following:

- Complete travel and analysis during the summer term
- Make necessary modifications to itinerary, scope of research and analysis, and buildings as directed by the faculty mentor
- Use all funds solely for purposes outlined in the objectives of the Aydelott Travel Award
- Inform in a timely manner the faculty mentor and the university of any modifications to the itinerary and scope of research and analysis and the recipient's ability to fulfill responsibilities of the award in advance
- Complete and submit all required reports by required deadlines

In the event the Aydelott Travel Award recipient fails or is unable to fulfill these responsibilities, the recipient agrees to forfeit the balance of all unpaid award funds and agrees to refund to the university the amount of paid funds that is relative to unfulfilled responsibilities unless the recipient has informed the faculty mentor and university of extenuating circumstances and received prior approval from the faculty mentor and university.

7.9. Ownership and Copyright

Each recipient shall retain the copyright to all materials developed, prepared, and submitted as a part of the Aydelott Travel Award and Aydelott Prize. The university at which the recipient is a student, the four universities, and the The Alfred Lewis Aydelott, FAIA and Hope Galloway Aydelott Award Support Fund and its advisor shall have irrevocable, non-exclusive, worldwide licenses to use submissions for purposes consistent with the promotion and support of the Aydelott Travel Award, the Aydelott Prize, and the Aydelott Programs. Recipients who submit submissions shall be required to execute such documents and instruments as may be reasonably required to reflect the above rights and licenses.

8. Questions

If you have any questions about the MSU Aydelott Travel Award or Aydelott Prize, please email them to aydelott@caad.msstat.edu.

Answers to questions will be posted on the MSU School of Architecture website regularly.



Aydelott Travel Award Proposal

Eligibility - Architecture students enrolled in the third year of the Bachelor of Architecture (B.Arch.) program in the School of Architecture at Mississippi State University during the current academic year are eligible to submit proposals for the Aydelott Travel Award. Please refer to program information for detailed requirements, review criteria, and award conditions.

Proposal Completion Instructions - Proposals must include this completed Aydelott Travel Award Proposal Form and:

- 1. Resume (PDF, maximum 2 pages) inserted after the resume cover page, page 9
2. Current MSU Banner Transcript (PDF, no page limit) inserted after proposal page 10

Proposal Submission Instructions - Items 1 and 2 must be attached to this completed Aydelott Travel Award Proposal Form as PDFs. The completed form and items 1 and 2 must be saved as a single PDF and emailed to aydelott@caad.msstate.edu.

Proposal Submission Deadline - Submissions must be received by February 1, 5:00 PM CST.

Please note - Responses to items 1 through 9 must be entered digitally in the fields provided; additional pages for items 1 through 9 may not be attached. Incomplete proposals will not be accepted. Proposals received after the deadline will not be reviewed.

1. Personal information

Last name: First name: Middle Initial(s):

Permanent mailing address: Number and street: City, State, Country: Zip code:

MSU Email address: Home telephone number: Cell phone number:

Planned coursework for remaining academic year(s); insert N/A if you do not plan to attend a specific semester:

Table with 4 columns: Anticipated graduation (mo/yr), Spring, Summer, Fall. Includes a row for the current year and several empty rows for future years.

Spring: Summer: Fall: Spring:

Aydelott Travel Award Proposal Form

School of Architecture, Mississippi State University

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Last name:

First name:

**Middle
Initial(s):**

2. Proposed Buildings – Provide the following information for your proposed buildings as it is applicable. Note: not all information may be applicable or available for all buildings.

Building 1:

Location (city, state, country):

Architect name (year of birth/year of death):

Architect's practice location (city, state, country)

_____ (_____ - _____)

Significant aspects for research and analysis:

Building 2:

Location (city, state, country):

Architect name (year of birth/year of death):

Architect's practice location (city, state, country)

_____ (_____ - _____)

Significant aspects for research and analysis:

Building 3:

Location (city, state, country):

Architect name (year of birth/year of death):

Architect's practice location (city, state, country)

Aydelott Travel Award Proposal Form

School of Architecture, Mississippi State University

_____ (_____- country)
_____)

Significant aspects for research and analysis:

Building 4:

Location (city, state, country):

Architect name (year of birth/year of death):

Architect's practice location (city, state, country)

_____ (_____-
_____)

Significant aspects for research and analysis:

Aydelott Travel Award Proposal Form
School of Architecture, Mississippi State University

Last name:

First name:

*Middle
Initial(s):*

3. What is your rationale for selection of these four buildings as “ranking among the best in the world:”

Aydelott Travel Award Proposal Form
School of Architecture, Mississippi State University

Last name:

First name:

***Middle
Initial(s):***

4. How will the opportunity to visit and analyze your proposed buildings enable you to achieve a level of analysis and communication of that analysis that would otherwise not be possible?

Aydelott Travel Award Proposal Form

School of Architecture, Mississippi State University

Last name:

First name:

**Middle
Initial(s):**

5. What is your preliminary itinerary to visit and research the proposed buildings?

Please note:

- **Week/Dates:** Weeks and dates between spring semester and fall semester are noted. You are not required to travel the entire period; however, your itinerary should provide reasonable time to fulfill the goals of your proposal and the Aydelott Travel Award as well as to conclude spring semester and prepare for fall semester.
- **Building(s):** Building or buildings that you will focus on each week.
- **Locations:** City/region and country or cities/regions and countries where you will be each week.
- **Activities:** Primary activities each week (e.g., building visit, research, interviews, travel).
- **Note:** Any other relevant information.

Wk.	Dates	Building(s)	Location(s)	Activities	Note
1	May 7- May 13				
2	May 14- May 20				
3	May 21- May 27				
4	May 28- Jun 3				
5	Jun 4- Jun 10				
6	Jun 11- Jun 17				
7	Jun 18- Jun 24				
8	Jun 25- Jul 1				
9	Jul 2- Jul 8				
10	Jul 9- Jul 15				
11	Jul 16- Jul 22				
12	Jul 23- Jul 29				
13	Jul 30- Aug 5				
14	Aug 6- Aug 12				

Aydelott Travel Award Proposal Form

School of Architecture, Mississippi State University

Last name:

First name:

Middle Initial(s):

6. What is your preliminary budget to visit and research the proposed buildings?

Use the attached Excel spreadsheet for your preliminary budget and please note the following instructions:

Note regarding preliminary budget:

This is a preliminary budget and will help you to develop and present a feasible budget for travel and accommodations to the buildings you have proposed to research and analyze. Please use online resources to research costs and exchange rates to increase the accuracy of your budget and its overall feasibility.

Sample budget

See sample budget on the following page for the type of information and level of information that you should provide.

Instructions for entering information in the Excel spreadsheet:

Cells: Entering information into cells:

Enter data only in cells with **green font and green background**.

Do not enter text in cells with **red font and yellow background**; these have calculations already entered.

You may not need to enter information or data in all cells (e.g., during a week in which you are not traveling long distance, there will be no transportation cost); delete contents for any unused green background cells so the formulae will total rows and columns.

Itinerary: Budget weeks should correspond with itinerary weeks.

US Dollars: All amounts should be in US dollars; conversion from foreign currency should anticipate fluctuations in exchange rates.

Weeks: See 5. Itinerary note regarding weeks and dates.

Long distance transportation: Mode (e.g., air, train, car) and amount based on projected costs.

Per diem: Amounts should be determined in relation specific location(s).

Lodging (e.g., hostel, airbnb, hotel)

Local transportation (e.g., subway, bus, taxi)

Miscellaneous: Regular expenses (e.g., admission fees, communication, laundry).

Other: Item (e.g., visa, travel insurance, materials) and amount.

Pre-Travel/Post travel: Costs that will be incurred before and after travel for each category (e.g., travel insurance, advance purchase rail passes, advance purchase airfare).

Instructions for attaching the budget to the proposal form:

Attach both a PDF and Excel format file to your proposal; both documents should retain original 11x17 format:

PDF - Under "Tools," select "Pages," select "Insert from File," and select appropriate PDF.

Excel file - Under "Tools" select "Attach a file," and select the appropriate Excel file.

Budget Cover Page
Insert PDF spreadsheet after this page
(11x17 landscape format, maximum one page)

Aydelott Travel Award Proposal Form

School of Architecture, Mississippi State University

Last name:

First name:

Middle
Initial(s):

7. *Are there any logistical factors related to traveling to, visiting, and analyzing any of your proposed buildings (e.g., distance, access permission, language, visas, travel conditions/restrictions, health/immunizations) and how will you address these?*

8. *What resources related to your proposed buildings and analysis (e.g., libraries, research centers, architects, specialists) have you identified and where are they located?*

Aydelott Travel Award Proposal Form

School of Architecture, Mississippi State University

Last name:

First name:

*Middle
initial(s):*

9. *Are there any other factors and/or information relevant to your proposed buildings and analysis and the objectives of the Aydelott Travel Award?*

In submitting this proposal for the Aydelott Travel Award I acknowledge, understand, and agree to all Aydelott Travel Award conditions including the condition that award funds are to be used solely to pursue the goals of the Aydelott Travel Award; that modification of proposed travel itinerary and buildings for analysis may be required and, if required, I will complete them with the guidance of the assigned faculty mentor, Aydelott Travel Award representative(s), and university administration; and that I will return awarded funds and surrender of remaining unpaid funds, if for any reason, I am unable to fulfill all Aydelott Travel Award conditions.

Name

Date (MO/DY/YR)

Aydelott Travel Award Proposal Form
School of Architecture, Mississippi State University

Resume Cover Page
Insert PDF resume after this page
(maximum two pages)

Aydelott Travel Award Proposal Form
School of Architecture, Mississippi State University

Transcript Cover Page
Insert PDF Banner Transcript after this page
(no page limit)

05-024SAMPLE BUDGET

Week	Long distance transportation		Per diem							Local transportation		Miscellaneous				
			Lodging				Meals									
	Mode and route (e.g., train, London-Paris)	Amount (\$)	Type (e.g, hostel, airbnb)	Rate (\$/night)	Nights	Amount (\$)	Rate (\$/day)	Days	Amount (\$)	Type (e.g., bus, train)	Amount (\$)	Item(s)	Amount (\$)	Subtotal		
1	plane, Birmingham, AL - London, UK (round trip)	1,500	airbnb	60	7	420	75	7	525	subway/bus pass	75	ground transportation (airport-airbnb), admission fees	135	2,655		
2	N/A	-	airbnb	60	7	420	75	7	525	subway/bus pass	75	admission fees, laundry	60	1,080		
3	N/A	-	airbnb	60	7	420	75	7	525	subway/bus pass	75	admission fees	35	1,055		
4	train, London, UK - Paris, France (rail pass)	-	youth hostel	40	7	280	60	7	420	subway/bus pass	75	admission fees, laundry, communication	60	835		
5	N/A	-	youth hostel	40	7	280	60	7	420	subway/bus pass	75	admission fees	25	800		
6	plane, Paris, France - New Delhi, India (one way)	450	hotel	75	7	525	120	7	840	local transportation	120	admission fees, laundry	50	1,985		
7	plane, New Delhi, India - Chennai, India (airpass)	-	hotel	75	7	525	120	7	840	local transportation	120	admission fees	25	1,510		
8	plane, Chennai, India - Mumbai, India (airpass)	-	hotel	75	7	525	60	7	420	local transportation	120	admission fees, laundry, communication	100	1,165		
9	plane, Mumbai, India - New Delhi, India (airpass) - Dubai, UAE	525	hotel	125	7	875	60	7	420	local transportation	100	admission fees	50	1,970		
10	plane, Dubai, UAE - London, UK	325	youth hostel	45	7	315	60	7	420	subway/bus pass	60	admission fees, laundry	75	1,195		
11	N/A	-	youth hostel	45	7	315	60	7	420	subway/bus pass	60	admission fees	50	845		
12	N/A	-	youth hostel	50	1	50	60	7	420	subway/bus pass	60	admission fees, laundry	75	605		
13	London, UK - Birmingham, AL (round trip; return portion)	-	N/A	-	-	-	-	-	-	N/A	-	ground transportation (youth hostel-airport)	50	50		
14	N/A	-	N/A	-	-	-	-	-	-	N/A	-	N/A	-	-		
Long-distance transportation subttl		2,800	Lodging subttl		4,950		Meals subttl		6,195	Local transportation subttl		1,015	Miscellaneous subttl		790	15,750

Pre-travel miscellaneous		Subtotal
Item(s)	Amount (\$)	
immunizations	125	125
travel insurance	250	450
visa (India, Dubai)	250	250
documentation materials	50	50
airpass (India, three segments)	700	700
rail pass (Europe, two weeks)	250	250
cell phone (London)	100	100
cell phone (Paris)	75	75
cell phone (India)	75	75
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
Pre-travel subttl		2,075

Instructions

Information and data - Enter information and data only in cells with green background.

Locked cells - Do not enter text in cells with red font and yellow background; these cells have formulae entered and are locked. They will automatically calculate amounts for data you enter in other cells.

Unused cells - You may not need to enter information or data in all cells (e.g., during a week in which you are not traveling long distance, there may not be long distance transportation cost)

Additional rows - Do not insert additional rows. If additional space or rows are needed, consolidate similar items and provide general description.

Weeks - Budget weeks should correspond with itinerary weeks. At this level of budget proposal, you will need to organize your itinerary and budget in weekly or multi-week periods. The recipient who receives the award will develop the itinerary and budget in more detail before travel.

Currency - All amounts should be in US dollars; conversion from foreign currency should anticipate fluctuations (positive and negative) in exchange rates.

Long distance transportation - Mode (e.g., air, train, car) and amount based on projected costs.

Per diem - Amounts should be determined in relation specific location(s):

Lodging- e.g., hostel, airbnb, hotel

Local transportation- e.g., subway, bus, taxi

Miscellaneous -Regular expenses (e.g., admission, communication, laundry).

Other - Item (e.g., visa, travel insurance, materials) and amount.

Pre-Travel/Post travel - Costs that will be incurred before and after travel (e.g., travel insurance, advance purchase rail passes, advance purchase airfare)

Post-travel miscellaneous & other items		
Item(s)	Amount (\$)	Subtotal
thank you letter with report draft	135	135
postage	90	90
tips	75	75
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
N/A	-	-
Post-travel subttl		300

Weekly subtotal	15,750
Pre-travel subtotal	2,075
Post-travel & other subtotal	300
Budget subtotal	18,125
Contingency (10%)	1,813
Total budget (must not exceed \$20,000)	19,938