

ELDREDGE, STOKSTAD, LI ART HISTORY TRAVEL AWARD

I. Purpose

“This fund is in honor of the careers of Charles Eldredge, Marilyn Stokstad, and Chu-tsing Li, and shall be used to support students in the History of Art Department at the University of Kansas who have a passion for and interest in art and/or art museums. This fund is intended to further their educational experience by supporting travel to view exhibitions and collections of works of art throughout the United States. Preference should be given to graduate students with an interest in pursuing art museum careers. Current curatorial interns at the Spencer Museum of Art would also be eligible. Recipients of this award will be determined by committee, to include at least one member of the History of Art Department, and at least one curator from the Spencer Museum of Art. This award will not be restricted by amount or number of recipients per year.”

II. Eligibility

Applicants should be in good standing with Kansas University and should be enrolled as graduate students in the Art History department or be serving as curatorial interns in the Spencer Museum of Art. Preference will be given to doctoral students.

III. Travel Committee

A three-member Eldredge, Stokstad, Li Art History Travel Award Committee shall determine awards, such awards to be made on a competitive basis. The committee shall typically be composed of two faculty members representing the Art History department and a curator representing the Spencer Museum of Art.

IV. Guidelines Governing the Awarding of Grants

Eligible applicants may apply for support for travel within the United States in accordance with the purposes outlined above, using the Eldredge, Stokstad, Li Art History Travel Award application form. There will be one application deadline per year, either April 1st or the Monday following.

- a. Requests for funding must be accompanied by a letter of recommendation from the student's advisor.
- b. Costs will be based on the lowest available rates for air or surface travel.
- c. Per diem will consist solely of lodging, not meals.
- d. Admission fees to museums and collections may be reimbursed.
- e. Travel must be completed and accounted for within twelve months of the meeting at which the award is approved or an extension must be requested from the Travel Award Committee.

Note: Committee members are available to consult with students, to read preliminary drafts of travel requests, and to offer advice before the application is officially submitted.

V. Application Procedure

The application should be submitted electronically to the Office Manager. Applications must be submitted on the form provided by the Art History department. The application must include:

- a. a description of the proposed travel and its significance to your course of study, research, teaching and/or museum work.
- b. anticipated itinerary (travel dates and destinations) and specific goals for each location or site to be visited.
- c. evidence (if applicable) of your interest in pursuing an art museum career or of your work at a museum, volunteer or paid.
- d. a budget, with separate itemization of air or surface travel and lodging expenses
- e. letter of support from faculty advisor, which the applicant has asked the faculty advisor to send to the office manager

VI. Expense and Travel Reports

Recipients of awards are required to submit receipts for all expenses for which reimbursement is claimed. Unreceipted expenses cannot be reimbursed. Expense reports should be submitted to the art history department accounting specialist no later than eighty (80) days following conclusion of travel.

A travel diary or daily log (required by KUEA and IRS) and a brief narrative report of the results of travel should be submitted to the Chair of the Travel Award Committee and the department office manager at the conclusion of travel. No future requests will be considered from an applicant until all expense and travel reports for previous grants are received.

Support from the Eldredge, Stokstad, Li Art History Travel Award should be acknowledged in any scholarly publications resulting there from, and such publications should be reported to the Chair of the Travel Award Committee.