

**UNIVERSITY OF MISSOURI  
SOUTH AFRICAN EDUCATION PROGRAM**

**Proposal Application Form**

Name:		Title:	
Department:			
Campus:			
Campus Address:			
Telephone:			
Fascimile:			
Email:			

I am applying for:

- \_\_\_\_\_ The UM/UWC Linkage Program  
\_\_\_\_\_ The South African Partnerships Program

Proposal Abstract (Include a brief statement of the problem or need being addressed, the intended outcomes/objectives of the project, the project methodology and the project timeline):

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<b>PLEASE ATTACH ABSTRACT</b>
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Proposed budget, including matching funding (use attached budget form):

Amount Requested: \$ \_\_\_\_\_ Matching: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Attach a detailed narrative proposal (maximum of 10 pp.) and a detailed budget.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of department chair and/or dean: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach:

- 1) Your curriculum vitae,
- 2) A letter of endorsement from your chair and/or dean, and
- 3) A letter of commitment from your South African collaborator.

**BUDGET SUMMARY:**

Item	Amount Requested from UMSAEP	Amount funded by other sources±	Total
1. Airfare			
2. Meals/Lodging/Incidentals			
3. Ground transportation, including car rental			
4. Other Expenses +			
<b>TOTAL</b>			

+ Attach a brief description justifying each budget item

± Please identify the source(s) of matching funds.

**Rough Guide to Expenses**

UWC Visitors to Missouri			UM Visitors to UWC		
Airfare:	June-Aug	Rest of Year	June-Aug	Rest of Year	
		\$1600-\$2100	\$1100-\$1900	\$1,800-\$2,100	\$1,100-\$1,900
<b>Food:</b>	\$40-\$50 per day				
<b>Lodging:</b> (pricing does not include applicable taxes)	Columbia	Hotel: \$42-\$120/night; Monthly \$750-\$1,850/month	<b>Food/ Lodging/ Incidentals</b>	<b>Mar-Nov</b>	<b>Dec-Feb</b>
	Kansas City	Hotel: \$65-\$110/night; monthly \$1,931. Apartment on campus (if available) \$250/week, \$750/month			
	Rolla	Hotel: \$76-\$120/night, \$1,500/month; Apartment on campus (if available) \$600/month, \$150/week			
	St. Louis	Hotel: \$51-\$91/day, \$1,000/month; University apartment: \$89/night or \$500/week (based on availability)			
<b>Car Rental:</b> The University has a contract with Enterprise Rent-A-Car	Columbia Kansas City and Rolla	\$30.84/day* \$154.20/week* \$616.80/month*	<b>Car Rental:</b>	R190/day	R190/day
	St. Louis	\$34.42/day* \$174.28/week* \$699.35/month*			
*Compact car w/out insurance					

An accounting of the total number of days of your trip, and receipts for airline ticket, hotel and rental car, if any, must be submitted to Professor Rodney Uphoff at the conclusion of your project.

Travel Grants will be awarded based on an amount that will cover:

1. Airfare;
2. Rental car or alternative ground transportation costs;

plus a per diem amount for lodging/food incidentals which will range from \$85-\$125 per day, depending on the season of travel and the currency rate. Please estimate the number of days you anticipate being at your host school.

If you are requesting any other amounts for your project, please describe the item and explain the need for this expense. Generally, the UMSAEP grant cannot be used for the purchase of any equipment.

If you are awarded a UMSAEP travel grant, the total amount of the grant will be determined by Professor Rodney Uphoff once you have determined the exact dates of travel.

**You are encouraged to contact your campus coordinator for assistance in budget preparation.**