

College of Liberal Arts

DODSON FUNDS AWARD GUIDELINES

The Dodson Funds will only be awarded to undergraduate students in good academic standing who are admitted and registered into a faculty-led study abroad/study away program. Prior to requesting Dodson funds, their instructor must complete any travel authorization process required by their department and register all traveling students through the student travel office. Funds are awarded through a deposit in the student account after travel is completed and once all post-travel requirements are submitted. Dodson Funds will be awarded on an individual competitive basis, with amounts determined by available funds. Submit this application to dodsonfundscolart@utep.edu

IMPORTANT: Dodson funds are exclusively for students. Faculty members' expenses will not be covered with Dodson Funds.

THIS APPLICATION MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO TRAVEL DATE

COLLEGE OF LIBERAL ARTS

FY 2025-2026 Dodson Funds Application

Student Name: _____ UTEP ID: _____

Major: _____ Minor: _____

UTEP Email Address: _____ Phone #: _____

Dates of Travel/Event: _____ Total Cost of the Program \$ _____

Location: _____ Faculty-led Program: _____

Course Instructor: _____ Faculty Sponsor: _____

Department: _____

Please indicate below if you have applied for or received funding from other UTEP departments or programs. If you are awarded any funds for this program after having submitted this application, notify the Dodson Fund administrator immediately at dodsonfundscolart@utep.edu upon receiving the award notification.

Department/Program	Applied	Awarded	Amount
Department <small>https://www.utep.edu/liberalarts/academic-programs/index.html</small>	Yes No	Yes No	\$ _____
Office of International Programs & Study Abroad <small>https://www.utep.edu/student-affairs/oipsa/</small> <small>Students participating in faculty-led programs will automatically receive a scholarship from this office. The awarded amount will be communicated to them by the same office.</small>	Yes No	Yes No	\$ _____
Student Government Association (SGA) <small>https://www.utep.edu/student-affairs/sga/</small>	Yes No	Yes No	\$ _____
Division of Student Affairs <small>https://www.utep.edu/student-affairs/</small>	Yes No	Yes No	\$ _____
Liberal Arts Honors Program <small>https://www.utep.edu/liberalarts/lahp/</small>	Yes No	Yes No	\$ _____
Other: _____	Yes No	Yes No	\$ _____

Application Checklist

Please attach the following information to your Dodson Funds application when submitting it for review:

- A detailed statement from the faculty sponsor about how the trip/event ties with the UTEP Edge Initiative
 - <https://www.utep.edu/edge/about-us/high-impact-practices.html>
- Notification of acceptance in a faculty-led study abroad program
- Estimated total cost of faculty-led, Study Abroad Program
- Pre-departure statement: One paragraph statement on how attendance to this event would benefit you professionally and educationally. An additional detailed report will be required at your return.

Students who receive Dodson Funds must submit a travel report and photographs within 10 days of their return **DIRECTLY TO dodsonfundscolart@utep.edu**. **Additionally, recipients of Burmeister or Carter-Tripp awards must submit a thank-you letter to the donors along with their report and photographs. AUTHORIZATION FOR REIMBURSEMENT WILL NOT BE GIVEN TO THE DEPARTMENT WITHOUT THE PROPER PAPERWORK BEING TURNED IN**, and your possibility of receiving funds for future travel could be affected if you do not comply with these guidelines.

Final Travel reports comprise a detailed account of the activities in which the student engaged during the study abroad/study away program. These reports should articulate the impact of these activities on both intellectual and personal development. The minimum length for each report is 1,000 words. Along with the travel report, students must submit photos that illustrate some of the most interesting events during the study abroad/study away program.

Please note that under no circumstance funds will be awarded pre-departure.

Acknowledgement Statement:

By my signature, I acknowledge that I have read and understand the guidelines provided.

Applicant Signature

Date

THE UNIVERSITY OF TEXAS AT EL PASO
PHOTOGRAPHIC/STATEMENTS CONSENT AND RELEASE FORM /
FORMATO DE CONSENTIMIENTO Y LIBERACIÓN

I hereby authorize The University of Texas at El Paso, and those acting pursuant to its authority to:

- a) Record my likeness and voice on a video, audio, photographic, digital, electronic or, any other medium, and collect written statements I have authored and submitted to document my educational experiences in a faculty-lead study abroad program.
- b) Use my name in connection with these recordings and written statements.
- c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings and written statements, in whole or in part, without restrictions or limitations for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including educational, promotional or advertising efforts, and distribution to third parties including media outlets.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. This release is executed gratuitously and/or for any self-satisfaction which I may derive from any publication or programs in which my likeness, voice, and written statements will appear. I understand that all such recordings and texts, in whatever medium, shall remain the property of the University. This document is executed in the English and Spanish languages, in the event of controversy between the English and Spanish versions, the English version shall prevail.

I have read and fully understand the terms of this release.

Name: _____

Address: _____

Street

City

State

Zip

Phone: _____

Signature: _____

Date: _____