

Application Process

1. The applicant must provide a completed application package by one of the stated deadlines.
2. The application package must include
 - a. The completed application form with the appropriate signatures.
 - b. Verification of the student's presentation at the conference.
 - c. A recommendation letter from the student's major advisor. This letter must outline the significance of the meeting to the student's graduate program and development, the type of conference the applicant is attending (i.e., regional/national, topical/disciplinary) and indicate the student's progress toward their graduate degree.
 - d. A complete travel budget indicating those items for which the student is requesting funds.
 - e. A brief description of the research being presented.
3. Applications will be reviewed during the two weeks after the deadline.
4. A notification letter will be sent to the applicant's OU e-mail address once the decisions are made. Copies of this decision will also go to the major professor and the department chair.
5. Applicants who have received awards should contact the department support staff regarding the payment/reimbursement of these funds. In general, the department must send a copy of the completed travel reimbursement request to the Graduate College by the deadline stated in the notification letter. The Graduate College will then transfer funds to the student's department for disbursement to the student. The Graduate College will not transfer funds if the reimbursement request is received after the stated deadline.

Restrictions & Limitations

- Students may receive only one travel award per degree.
- These funds may not be used to attend training workshops, short courses, field schools, or other types of events.
- Travel to local or state meetings will not be supported from these funds
- Travel for research purposes will not be supported from these funds.
- Post-doctorates are not eligible for these funds.



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OU Tulsa Schusterman
Center
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Tulsa OK 74135
(918) 660-3660
<http://tulsagrad.ou.edu>

Selection Considerations

In general, preference will be given to:

- Students who are presenting at major national conferences that cover a broad spectrum of topics within the discipline rather than those conferences that focus on a narrow topic of interest.
- Students who have received other department or university distinctions of academic excellence.
- Students who are pursuing the highest degree offered at OU in their field, and who are further along in the degree-completion process.
- Students who are actively presenting papers or performances or other creative products rather than those who are engaged in passive presentation formats.
- Students who are the first student author on a paper.