



**Application  
Deadlines**  
January 15  
April 15  
September 15

## Tulsa Graduate College

### Research Grant

Please read all directions on **both sides** before completing form.

Last name		First name		Middle Initial	ID Number
Phone Number	OU E-mail Address		Amount Requested	Department	
Major Professor or Advisor		Meeting		Start/End Date of Meeting	
Project Title				<input type="checkbox"/> Master's student <input type="checkbox"/> Doctoral Student	

#### ***Purpose***

The purpose of the research grant program is to provide financial assistance to academically outstanding students who are in the early phases of a research project that is leading towards a significant product of creative activity. Such activities include the preparation of a doctoral dissertation or a master's thesis, a publication that is the result of work done for the dissertation or thesis, or a performance project equivalent to the dissertation or thesis. Determination of the type of activity is related to the type of scholarly degree; while significance is determined by the level of the academic endeavor. The purpose of the financial assistance is to defray those expenses that are extraordinary, unusual, and beyond what a student in the discipline might routinely be expected to incur in conducting research.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

#### ***Eligibility Criteria***

Applicants for these funds:

- Must be defined by the Graduate College as fulltime graduate students.
- Must be in good academic standing and have an OU grade point average of 3.50 or better.
- Must have completed at least 9 graduate credit hours at the university.

#### ***Maximum award***

- \$1000 for doctoral students
- \$500 for master's students

#### ***Direct completed application packages to:***

William O. Ray, Dean  
Tulsa Graduate College  
OU Tulsa Schusterman Center  
4502 E 41<sup>st</sup> ST, Tulsa OK 74135

\_\_\_\_\_  
Department Chair (*please print*)

\_\_\_\_\_  
Department Chair signature

\_\_\_\_\_  
Date

#### **Responsible Department Account**

**Note:** The above account *must* be a 422- Account. The academic unit must contact the Tulsa Graduate College to have these funds transferred to the responsible account.

Electronic applications can be obtained at <http://tulsagrad.ou.edu/travelresearch.htm>

### **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. An evaluation letter from the student's major professor.
  - c. A letter of request that succinctly outlines the research project, its potential contribution to the field, and the portion of the research that needs financial assistance from the Tulsa Graduate College.
  - d. A complete budget for the research, a detailed justification of each budget item requested in the application, and the sources of any additional funding.
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/disbursement of these funds. The department must request a budget transfer from the Tulsa Graduate College by the deadline stated in the notification letter. The College will then transfer funds to the student's department for disbursement to the student. The Graduate College will not transfer funds if the transfer request is received after the stated deadline.

### **Restrictions & Limitations**

- Students may receive only one research grant per degree.
- These funds may be used to fund research-related expenses such as supplies and equipment, books or data-sets, or travel related to the project. Equipment, books, and/or non-expendable goods purchased in whole or part with these funds are the property of the University of Oklahoma.
- These funds may not be used to pay individuals, provide gifts, to encourage research participation, or to make dissertation copies or fund publication costs.
- Post-doctorates are not eligible for these funds.

### **Selection Considerations**

In general, preference will be given to:

- Students who are seeking the highest degree in their discipline.
- Students who are currently engaged in the research process. Typically, this is demonstrated by enrolling in either 5980 (Research for the Master's Thesis) or 6980 (Research for the Doctoral Thesis) or 6880 (Doctor of Musical Arts Project).
- Students who have received other department or university distinctions of academic excellence