

GRADUATE SCHOOL

CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARDS

Objective

The University of Tulsa Chapman Graduate Scholar Presentation Awards Program provides assistance for graduate students to present their scholarship in a national or international forum to enhance the student's career opportunities.

Eligibility

Any enrolled graduate student that is senior author on an abstract and orally presenting research conducted at The University of Tulsa may apply. Enrolled students entering works in juried exhibitions are also eligible for support. The applicant must also be an enrolled student (with the exception of summer) at the time of the presentation and it must be prior to the applicant's graduation. For most graduate students, the summation of their graduate research for a scholarly presentation usually occurs during the last two semesters of their degree program. Presentations at professional meetings are usually helpful in the acquisition of (or at least interviewing for) jobs. Preference will be given to doctoral students giving oral presentations, not poster presentations. Preference will also be given to students that have previously presented in the Annual Student Research Colloquium.

Application

All requests for support must be made on a form available from The Graduate School, Lorton Hall, Room 201, Extension 2336. The applicant must enclose a detailed budget, a copy of the abstract, a copy of the acceptance letter of the paper for the professional meeting, and a letter of recommendation by the advisor. Completed application forms must be signed by the graduate program advisor. If an acceptance letter is not available at the time of application, then a copy of the transmittal letter sent with submission of the abstract may be substituted. No funds will be released until a copy of the acceptance letter is submitted.

Application Deadline

Completed applications with all required signatures must be submitted to the Graduate School (Lorton Hall, Room 201) for review. Applications for support during an academic year must be submitted by the end of the second week of classes during the fall or spring semesters; for a summer presentation the request must be submitted by the end of the second week of the spring semester. Funding decisions will be announced within two weeks after the semester deadlines.

Budget

The proposed budget must clearly and specifically list the costs associated with the scholarly presentation. Eligible expenses would include round trip airfare or mileage at \$0.40/mile, hotel cost, food (a maximum of \$30/day), conference fees, and preparation costs for slides or posters for the presentation. The maximum award is \$1000 for master's students and \$1500 for doctoral students and will be based on reimbursement for expenses. Students must submit **original** receipts for their expenses.

Size of Grant

A student may submit more than one proposal, but will receive no more than \$1000 as a master's degree student and \$1500 as a doctoral degree student while enrolled at a specific academic level. A student may not simultaneously receive funds from the Office of Research for assistance with the same professional presentation.

Reporting Requirements

The Chapman Graduate Scholar must submit to the Graduate School an expense report, with **original** receipts, and a statement addressing how this opportunity was useful to their career objectives. The expense report, with original receipts, should be submitted to the Graduate School as soon as possible and within no more than 30 days after returning from the meeting. Requests for reimbursement submitted more than 30 days after the end of the meeting may not be approved.

**GRADUATE SCHOOL
CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARD**

Name: _____ Phone: _____

Address: _____

Check one: Masters Doctoral Degree Program: _____

Check one: Oral Presentation Poster Juried Exhibition
(Doctoral students making poster presentations are not eligible for funding.)

Date of Anticipated Graduation: _____ Currently enrolled? Yes No
(Students must be enrolled to be eligible to apply and must be enrolled at the time of the presentation, with the exception of summer presentations. Otherwise, the award will be forfeited.)

Title of Presentation: _____

Are you the senior (first) author? Yes No
Are you making the presentation? Yes No

Title of Professional Meeting: _____

Dates of Meeting: _____ Location: _____

Have you made a presentation in the Annual Student Research Colloquium? Yes No

(Students should have on-campus experience with presentations prior to presenting at national and international meetings.)

Have you previously received a Chapman Graduate Scholar Presentation Award? Yes No
If yes, when? _____ Amount Received: \$ _____

Support for travel requested from other sources: _____ Amount Requested: \$ _____

Total Amount of Support Requested for this Application: \$ _____

*Attach detailed budget of support requested.
Attach the acceptance letter or invitation for the professional presentation.
Attach a copy of the abstract.
Letter of recommendation by the advisor must accompany application.
IRB approval documentation, if applicable.*

Advisor's comment is required:

- 1) Faculty is expected to evaluate the submission for potential patent issues on behalf of The University of Tulsa. If the submission content discloses ideas that may be patentable, the faculty should not sign but should advise the student to meet with Dean Janet Haggerty, who will work with the student and faculty to guide them with the patent application submission process. The University of Tulsa does not want to lose the opportunity to patent TU research on behalf of the student because of premature disclosure to a public audience. After patent application is submitted (if appropriate), a student may publicly present the research.
- 2) Faculty is expected to evaluate the student's submission for research involving human subjects. If human subjects were involved, did The University of Tulsa Institutional Review Board (IRB) review and approve this research? **Yes No** (circle one). If not, the faculty should not sign but should advise the student to meet with Dean Janet Haggerty. Review of proposed research by the IRB is intended to ensure that research activities involving human subjects safeguard the rights and welfare of human subjects, as required by federal regulations.

Approvals:

Advisor's Signature: _____

Advisor's Name: _____ Date: _____

(please print)

Dean's Action Taken: Declined Approved Amount Awarded: \$ _____

Authorized Signature