GRADUATE SCHOOL CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARDS

Objective

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

Eligibility

Any enrolled graduate student who is first author on an abstract and presenting research conducted at The University of Tulsa during their graduate program may apply. Enrolled students entering works in juried exhibitions are also eligible for support. The applicant must be enrolled at the time of the presentation (with the exception of summer), and the presentation must be prior to the applicant's graduation.

All students are expected to have previous experience presenting either on campus or at a national or international professional meeting prior to receiving a Chapman Scholars Presentation Award. Appropriate on-campus experience includes a presentation given in the Annual Student Research Colloquium, in a departmental brown bag seminar, to a research advisory board, in a departmental symposium, or similar events. A classroom presentation for coursework is not deemed adequate.

It is highly recommended that students participate in the Annual Student Research Colloquium which is held each Spring, see www.utulsa.edu/research_colloquium for details. Presentations given in this forum are intended to improve students' oral presentation skills and assist them with explaining their research to people outside of their discipline.

Preference will be given to:

- Students in the final semesters of their degree program. 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; and presentations at professional meetings are usually helpful in the acquisition of (or at least interviewing for) jobs.
- Doctoral students giving oral presentations.
- Students who have previously presented at the Annual Student Research Colloquium.

Application Deadline

Completed applications with <u>all</u> 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.

Applications may be considered after the deadline, but only if there are extenuating circumstances. The student may submit a Petition for Exception (see below).

Application

All requests for support must be made using the form, Chapman Graduate Scholar Presentation Award Application, available at http://www.utulsa.edu/academics/colleges/Graduate-School/Graduate-Financial-Assistance/Research-and-Travel-Grants.aspx, or from The Graduate School, Lorton Hall, Room 201. 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, a student may still apply by the application deadline by attaching a copy of the transmittal letter sent with submission of the abstract. No funds will be released until a copy of the acceptance letter is submitted.

Budget

The proposed budget must clearly and specifically list the estimated costs associated with the scholarly presentation. Eligible expenses would include round trip airfare or mileage at \$0.50/mile, hotel cost, food (a maximum of \$50/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.

Petition for Exception

If an application does not meet the above guidelines, including poster presentations by doctoral students, the student may petition for an exception by submitting the petition in writing to the Graduate Dean. The petition should explain in detail any extenuating circumstances and must be approved and signed by the Advisor. The Advisor's letter of recommendation must address the extenuating circumstances.

Reporting Requirements

After completion of travel, 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 APPLICATION

Name:			TU ID #	Phoi	ne:	
Address:						
Check one:	☐ Doctoral	Degree Progra	m:			
Check one: Oral Pres Doctoral students making p				ibility.)		
Date of Anticipated Gradu (Student must be enrolled to presentation. Otherwise, the	be eligible to apply and	must be enrolled	at the time of the p	tly enrolled? resentation, with	Yes No the exception of a	summer
Title of Presentation:						
Are you the first author? Are you making the presen	ntation?		No No			
Title of Professional Meeti	ng:					
Dates of Meeting:		Loca	tion:			
If No, what have you done (Students should have on-ca Have you previously received the second of the	mpus experience with provided a Chapman Gradus	resentations prior	to presenting at nat	ional and interna	ational meetings. So	ee Eligibility.)
Support for travel request						
(Student may not simultaneo	ously receive funds from	the Office of Res	earch for assistance	e with the same p	professional present	ation.)
Total Amount of Support	Requested for this App	lication: \$				
	Detailed budget of suppo etter of recommendation or invitation for the profe	i by the advisor.	ion (or copy of tran	IRB ap	of the abstract. oproval documentat t with submission o	
with the student and f the opportunity to pat application is submitt 2) Evaluated the student TU Institutional Revi- If not, the faculty sho IRB or IACUC is inte		d not sign but sho h the patent appli- lf of the student b dent may publicly h involving huma utional Animal C Yes No dvise the student arch activities invo	ould advise the stud- cation submission p ecause of premature present the research in subjects or animal are and Use Commi- (circle one) to meet with Dean.	ent to meet with process. The United disclosure to a h. als. If human or littee (IACUC) results. If another than the process of the control o	Dean Janet Hagger versity of Tulsa doo public audience. A animal subjects were view and approve to Review of proposed	ty, who will work es not want to lose fter patent re involved, did the his research? d research by the
Approvals:						
Advisor's Signatu Advisor's Name:_	re:			Date:		
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Authorized Signature