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 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.

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.

Funding decisions will be announced within two weeks after the semester deadlines.
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Name: ____________________________ TU ID # ______________ Phone: __________________

Address: ____________________________________________________________

Check one: ☐ Masters ☐ Doctoral
Degree Program: _______________________________________________________

Check one: ☐ Oral Presentation ☐ Poster ☐ Juried Exhibition
(Doctoral students making poster presentations may not be eligible for funding. See Eligibility.)

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

Title of Presentation: ________________________________________________

Are you the 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
If No, what have you done, or will you do, on campus prior to your conference presentation to enhance your presentation skills? (Students should have on-campus experience with presentations prior to presenting at national and international meetings. See Eligibility.)

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: $ _____________
(Student may not simultaneously receive funds from the Office of Research for assistance with the same professional presentation.)

Total Amount of Support Requested for this Application: $ _____________

Attachments Required:
Detailed budget of support requested.
Letter of recommendation by the advisor.
Copy of the abstract.
IRB approval documentation, if applicable.
Acceptance letter or invitation for the professional presentation (or copy of transmittal letter sent with submission of abstract).

Advisors please note:
Your signature below indicates that you have:

1) Evaluated the student’s 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) Evaluated the student's submission for research involving human subjects or animals. If human or animal subjects were involved, did the TU Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) 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 or IACUC is intended to ensure that research activities involving human or animal subjects safeguard the rights and welfare of human or animal subjects, as required by federal regulations.

Approvals:
Advisor's Signature: ____________________________ Date: _____________
Advisor's Name: ____________________________ (please print)

Dean’s Action Taken: ☐ Declined ☐ Approved Amount Awarded: $ ______________

Authorized Signature