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. These are competitive awards; not all applicants receive one.

Eligibility

Any enrolled, degree-seeking, 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 also 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: https://graduate.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 is 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 previous experience presenting research.
- If a student is attending an international conference they **must** register with TU's Center of Global Education (CGE), and provide proof of registration to the Graduate School before travel.

Application Deadline

Completed applications with **all** required signatures must be submitted to the Graduate School (Lorton Hall, Room 201). 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. **Fall applications are for presentations from September 1-March 31; spring applications are for presentations from February 1-October 31.**

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

Application

All requests for travel support must be made using this form, Chapman Graduate Scholar Presentation Award Application, available at: https://graduate.utulsa.edu/financial-assistance/research-and-travel-grants/ or from the Graduate School (Lorton Hall, Rm 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 student's advisor.

If a presentation acceptance letter is not available at the time of this application, a student should still apply by the deadline. Attach a copy of the transmittal letter, email, or a screen print associated with submission of the abstract. If the deadline for this application occurs before an abstract may be submitted, attach a letter explaining this and stating when the abstract will be submitted. Students must think ahead to be prepared financially to attend conferences; do not wait until the month before a conference to apply. A student may receive a travel award with the condition that no funds will be released until a copy of the acceptance letter is submitted.

Budget

Submit a detailed budget that clearly lists each estimated cost associated with the scholarly presentation. Eligible expenses include round trip airfare or mileage ($0.545/mile), hotel cost, food (a maximum of $37.50 first and last day, and $50 for other days), conference fees, and preparation costs for the presentation (especially posters).

Size of Grant

A student may submit more than one application, but will receive no more than $1000 as a master's degree student and $1500 as a doctoral degree student during their degree program.

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 must address the extenuating circumstances including doctoral students giving poster presentations.**

Reporting Requirements

Within 30 days following travel, a statement explaining how this opportunity was useful to the Chapman Graduate Scholar's career objectives must be submitted with the expense report and original receipts. Requests for reimbursement submitted more than 30 days after travel may not be approved (University policy). The travel reimbursement form see: https://graduate.utulsa.edu/financial-assistance/research-and-travel-grants/ will need to be submitted along with original receipts (taped to a clean white piece of paper) and a copy of the conference agenda.

Funding decisions will be announced within two weeks after the semester deadline.

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Name: _____ **TU ID #** _____ **Phone:** _____

Address: _____

Check one: ❑ **Masters** ❑ **Doctoral** **Degree Program:** _____

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.

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

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:** _____
Fall Application: Conference dates within September 1-March 31   *Spring Application: Conference dates within February 1-October 31*

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: $** _____

How was the research funded that is being presented at this conference? _____
For example: Student Research Grant, RA, (Eternally funded, Institute funded, or faculty startup accounts), etc.

If your research was supported by your advisor's funding, please explain how the funding is supporting your conference travel.

Funding: $ _____ *or* **Explanation:** _____

Support for travel requested from other source (if any): GSA Amount Requested: $ _____ **ORSP Amount Requested: $** _____
Chapman Distinguished PhD funding: $ _____

Total Amount of Support Requested for this application: $ _____

Research Compliance:
Does your research involve human subjects or animals? **Yes___ No___** If yes, did the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) review and approve the research? **Yes___ No___**

Does your research involve the use of infectious agents, select agents and toxins, human or endothermic vertebrate materials (including blood, body fluids, cells and tissues), recombinant DNA, synthetic nucleic acid molecules or transgenic animals? **Yes___ No___** If yes, did the Institutional Biosafety Committee (IBC) review and approve the research? **Yes___ No___**

If you answered yes to any compliance question, a copy of the approval letter from the appropriate committee must be submitted with this application or an explanation provided as to when approval is anticipated.

Attachments Required:
*Detailed budget of support requested   *Copy of the abstract   *Letter of recommendation by the advisor *IRB/IACUC/IBC approval documentation (if applicable)
*Acceptance letter or invitation for the presentation (or a copy of transmittal letter sent with submission of abstract, or explanation of planned submission)

Research Advisor:
Your signature below indicates you have reviewed the completed application, including the compliance questions above, with your student and give your approval. Your recommendation letter should explain how the student's research was supported. If it was supported by your funding, please explain how your funding is supporting the travel for this presentation, and if not, why not.

Approval: Advisor's
Name: _____ **Advisor's Signature:** _____ **Date:** _____
(please print)

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