This document summarizes the College of Architecture’s Research Dissemination Award Travel Policy. In August of 2013, the Vice-President for Research (VPR) made money available to College’s to administer supplemental travel programs. The COA’s Graduate Research and Curriculum (GRC) Committee is responsible for making recommendations to the Dean about recommended awards. In the 2016 Fiscal Year (FY, 1 July 2015 – 30 June 2016), $5,000 has been made available to support the program. The program is merit based and funds are not to be used for costs incurred performing research and creative activity, but to disseminate research and creative activity to a broader academic or professional audience. Awardees are expected to fully participate (present a paper/poster, chair a session, participate in a research seminar, etc.) at the conference and not merely attend.

2015-16 Awards and Eligibility

All awards are cost reimbursable and receipts and relevant COA travel reimbursement paperwork is expected to be completed within 30 days of return travel.

The awards will be made available:

- In ten, $500 awards to be recommended by the GRC with one award per year, per applicant
- For use by COA faculty (of any rank) and students (listed as co-authors or equivalent with faculty) for conference travel to present research and creative activity accomplishments, not for costs incurred during the research
- Students who apply for an award must be in good academic standing with the College (Graduate College for Graduate Students)
- With the requirement that the applicant seek other funds and provide evidence of such to the GRC
- With no restrictions on domestic or international travel
- With completion of a form signed by the applicant, faculty member supervising student research (when applicable) and the Division Director
Application Form
Research Dissemination Award Travel Request Form
College of Architecture (COA)
University of Oklahoma

Note there is a $500 maximum amount for this award and recipients are required to provide receipts for all requested reimbursable items.

Date: __________________

1) Name: _______________________ Division: _______ Faculty/Student

2) Conference Information:
   - Organization: _____________________________________________________________
   - Where/Dates: _____________________________________________________________
   - Significance: ______________________________________________________________
     ____
     ____
     ____

3) Is your participation in the conference peer reviewed? __________
   (If yes, please attach supporting documentation)
   Will conference proceedings be published? __________

4) Budget: Please attach a completed and signed COA Travel Authorization Form

5) Amount ($) you are seeking from the Research Dissemination Fund: _________

6) Amount ($) you are seeking from others [amount and source(s)]:
   __________________________________________________________

7) Please attach a copy of paper/abstract, acceptance notification, and relevant travel and lodging information

8) Applicant (signature/date) ________________________________________________

   *For Student Applicants
   Faculty Advisor (signature/date) _____________________________________________

   Division Director (signature/date) ___________________________________________

   Chair, GRC: (signature/date) ______________________________________________

   RECOMMENDED _______ NOT RECOMMENDED _______ AMOUNT ($) ________

   Dean (signature/date) _____________________________________________________

Approved by GRC: 12Sep13, 30Sep15  Approved by Directors and Dean: 5Nov13