International Travel Program for Research Dissemination
College of Architecture, Fiscal Year (FY) 2014-2015

The College of Architecture (COA) has $25,000 for International Travel for the 2014-2015 FY (1 July 2014 - 30 June 2015). The funds are available on a first-come first-served basis as awarded by the committee.

1) Awards will be made in amounts up to $2,500 per faculty member, per year. Faculty should note that this does not mean that every faculty member will receive $2,500. Recommended award amounts will reflect submitted conference travel costs. Most notably, this includes registration, lodging and travel fees.

2) International Travel program funds are reserved for tenured and tenure-track faculty of all ranks. Adjunct, Renewable Term faculty, and students are not eligible.

3) Applications must be submitted on a form provided for the COA International Travel Program (attached). Applicants should also submit the information as a PDF file. The committee will meet monthly to review and act on applications. Applications should be submitted as soon as possible, but in no case less than two months before the planned travel.

4) Successful applicants are required to present their research work at a College Colloquium to be held once or twice annually, currently known as Research and Creative Activity (RCA) day.

5) Upon completing travel, applicants must submit receipts for reimbursement within 30 days. Any receipts submitted later than 30 days will not be reimbursed.

6) The International Travel Program is governed by the Bylaws of the Graduate Research and Curriculum (GRC) Committee of the COA, available on the COA website. This committee includes one elected member, typically the Graduate Liaison, from each division of the College, the COA’s Research Liaison to the Vice President for Research (VPR) office and members serving for specific purposes, i.e. assistance with RCA day, Preparation of Graduate newsletters, Research compendiums of COA faculty, etc. The committee is chaired by the Associate Dean for Instructional Services in the College. Each faculty member of the committee will have one vote for each application. All members must cast a vote on each application. Absentee members will be contacted for a vote via email. Applicants for funds that are committee members will of course be recused from voting on their request. The committee is advisory to the Dean, and will forward its recommendations to the Dean for each application reviewed.

7) Applications received must have the endorsement of the applicant’s division director.
Application Form
International Travel Program
College of Architecture (COA)
University of Oklahoma

Date: ______________________

1) Name: ____________________ Division: _____ Rank: ________

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 International Travel Fund: ________

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

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

8) Applicant (signature/date) _____________________________________________

   Division Director (signature/date) _______________________________________

   Chair, GRC: (signature/date) ___________________________________________

   RECOMMENDED ________ NOT RECOMMENDED ________ AMOUNT ($) ________

   Dean (signature/date) __________________________________________________

Approved by the Division Directors/Dean: May 05, 2009; Amended August 12, 2013; Amended August 13, 2014