January 13, 2009

TO: COE Doctoral Graduate Students
FR: COE Research Committee
RE: Research and Travel Funds Available

The College’s Research Committee has limited support money for doctoral graduate students who may need assistance with conducting research or presenting at a conference. The following guidelines should be used in constructing your request:

1. Travel related to research or performance presentations will be given priority for funding because of limited amounts of money. In a cover letter, make sure to CLARIFY the nature of your travel...i.e. a research presentation.
2. You must submit a detailed budget followed with a narrative. Please keep in mind we have limited funds and we encourage you to conserve funds as best as possible (e.g., roommates instead of a single room).
3. If you are submitting a request for research support, you must submit a copy of the IRB approval letter (this includes funding to support your dissertation research).
4. Provide a copy of a letter of support from a faculty member or faculty advisor.
5. Provide a copy of your letter of acceptance for the conference (or a copy of your presentation in the conference catalog).
6. Submit these application materials to Dr. Pat Hardre’ in the Dean’s Office by March 1 for Spring semester awards.
7. Graduate students are limited to one travel award in an academic year (example: Summer 2008 - Spring 2009).

Traditionally the total amount of research/travel requests exceeds our budget. The Research Committee makes every attempt to equitably distribute funds. Other sources of funding include the Graduate Student Senate, Graduate College and your department. There are limitations on how money awarded can be used. For example, funds can be used for per diem for travel but cannot be used for food for research subjects. Also, we cannot fund class projects.

The Committee will review applications and make awards in April for Spring requests. Requests may be made after the deadline as long as money lasts. If you have any questions, e-mail Dr. Hardre’ at hardre@ou.edu or contact your faculty departmental representative.