

**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/student-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.
- Doctoral students giving oral presentations.
- Students who have previous experience presenting research.
- If a student is attending an international conference, they **must** register with TU's Center for Global Education (CGE), and provide proof of registration to the Graduate School before travel. Along with this registration, students must demonstrate they meet the minimum TU insurance requirement for student participation in international education programs or purchase the required coverage.

**Application Deadline**

Applications are evaluated on a rolling basis, pending availability of funds within the Graduate School. Students are encouraged to submit requests as early as possible, as funds may run out over the course of the year.

**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, 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, along with the completed application form signed by the student's advisor. There is a section in the application to be filled out by the research advisor, if applicable.

**Budget**

Submit a detailed budget that clearly lists each estimated cost associated with the scholarly presentation. Eligible expenses include round trip airfare or mileage (\$0.58/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 funding priority will be given to students who have received less than \$1000 as master's degree students and \$1500 as doctoral degree students during their degree programs.

**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**

**Expense reports and original receipts must be submitted within 30 days following travel.** Requests for reimbursement submitted more than 30 days after travel may not be approved (University policy). For the travel reimbursement form see <https://graduate.utulsa.edu/financial-assistance/research-and-travel-grants/>.

**GRADUATE SCHOOL  
CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARD APPLICATION**

Name: \_\_\_\_\_ TU ID # \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Check one:  Masters  Doctoral Degree Program: \_\_\_\_\_

Date of Anticipated Graduation: \_\_\_\_\_ Currently enrolled?  Yes  No

Title of Presentation: \_\_\_\_\_

Are you the first author?  Yes  No Are you making the presentation?  Yes  No

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

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 your research funded that you are presenting 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: \$ \_\_\_\_\_ University of Tulsa Institute \$ \_\_\_\_\_ ORSP: \$ \_\_\_\_\_ Department Chapman Distinguished PhD funding: \$ \_\_\_\_\_  
• TOTAL amount of support from other sources. \$ \_\_\_\_\_  
• 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
- Advisor's signature indicating approval of the application
- 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)

**Your signature below indicates:**

- You have reviewed the completed application, including the compliance questions above, with your advisor.
- I understand I 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.

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(please print)*

Student's Name: \_\_\_\_\_ TU ID # \_\_\_\_\_

**Research Advisor:**

- The research to be presented at this conference was funded by my research.  Yes  No

If yes, you are funding this research, please explain how this funding will be used to support this conference travel.

Funding: \$ \_\_\_\_\_ Explanation: \_\_\_\_\_

*Example: (hotel, airfare, registration, per diem), Etc.*

If your research is **not** funding this conference travel, please explain why. \_\_\_\_\_

\_\_\_\_\_

- Will this student travel be supported by a University of Tulsa Institute?  Yes  No How much \$ \_\_\_\_\_

- Will department Chapman Distinguished PhD funding be supporting this travel?

Yes  No How much \$ \_\_\_\_\_

**Your signature below indicates:**

- You have reviewed the completed application, including the compliance questions above, with your student and give your approval.

**Approval:**

Advisor's Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(please print)*

Dean's Action Taken:  Declined  Approved

Amount Awarded: \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_