

**UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
GRADUATE STUDENT ASSOCIATION**

2006 TRAVEL GRANT APPLICATION

I. PURPOSE OF FUND

The OUHSC Graduate Student Association has allocated a portion of its annual budget to the Travel Grant Fund. The fund is available to qualified graduate students who will be traveling to a professional meeting while a student at OUHSC.

II. WHO MAY APPLY

Any OUHSC graduate student enrolled during the current academic year may apply for funds. A student may receive money from the GSA Travel Grant Fund only one time during their enrollment as a graduate student at the Health Sciences Center.

III. DEADLINES

Grant applications are due by **February 13, 2006** in the Graduate College Office (Library, Room 258).

Travel must occur between April 1, 2006 and March 31, 2007.

All applicants will receive a letter regarding the results of the award.

IV. SIZE OF GRANTS

In order to help as many students as possible, a maximum of **\$300.00** may be requested by an applicant. Applicants are reminded that a student can only receive money from the fund once. These awards are not meant to stand alone, but are meant to supplement other resources. **Travel must occur between April 1, 2006 and March 31, 2007 and receipts for reimbursements must be submitted 30 days after travel is completed.**

V. GRANT DISBURSEMENTS

The awards are distributed on a reimbursement basis and only expenses paid by the award recipients may be reimbursed. Expenses paid for by mentors, departments, sponsored programs or other grants may not be reimbursed. Prior to receiving reimbursement, appropriate documentation must be submitted to the Graduate College.

Monies are distributed only for the travel that is approved. Grants cannot be applied to other travel not included on the grant application.

All grant recipients will be required to meet with a representative of the Graduate College prior to using the award so that they can discuss their travel and what is eligible for reimbursement.

ELIGIBLE EXPENSES

- Conference registration fees.
- Travel fees: plane fares, train fares, and mileage based on current approved University of Oklahoma Travel Department reimbursement rates.
- Lodging: up to, but NOT exceeding Travel Department maximum rates for in-state, standard out-of state, or geographical area out-of state based on the conference location. Full reimbursement will be given if the conference designates the hotel. (verification of hotel designation required).
- Food: up to, but NOT exceeding Travel Department per diem.

Current policies and procedures and reimbursement rates for travel, lodging, and per diem are available online at <http://admin-scb.ouhsc.edu/policy/#540>

VI. CRITERIA AND PRIORITIES FOR REVIEWING APPLICATIONS

The application must be approved by the student's advisor/mentor.

When the Association receives requests for funds that total more than the amount available, preference will be given to students who are presenting at a professional meeting.

The GSA will appoint a committee to review all applications. Every effort will be made to include individuals from diverse fields of study. The applicant's field of study may not be represented on the committee, so it is **IMPERATIVE** that the applications avoid technical jargon and be written in a clear fashion. The final decision will be made by the GSA.

VII. HOW TO APPLY

The following documents are required in the application packet.

1. Application form
2. Cover letter describing how your attendance at this meeting will advance your graduate educational experience. If presenting at this meeting, please describe the forum and selection process.
3. Brief Abstract for the meeting (if presenting)

**GRADUATE STUDENT ASSOCIATION
2006 TRAVEL GRANT FUND
Application and Expense Form
Application Deadline: February 1, 2006**

Name: _____

OUHSC Student ID#: _____

Graduate Department: _____

Degree Program: _____

Mailing Address: _____

Campus Address: _____

Name and Location
of Conference: _____

Date of conference: _____

(Travel must occur between April 1, 2006 and March 31, 2007 and monies can only be used for the approved travel.)

Estimated Conference Expenses

	Amount Requested From GSA	Amount Requested From Other Sources	Names of Other Sources
Transportation	_____	_____	_____
Lodging	_____	_____	_____
Food	_____	_____	_____
Registration Fee	_____	_____	_____

Note: Awards are distributed on a reimbursement basis and only expenses paid by the award recipients may be reimbursed. Expenses paid for by mentors, departments, sponsored programs or other grants may not be reimbursed. Prior to receiving reimbursement, appropriate documentation must be submitted to the Graduate College.

You are responsible for compliance with the university of Oklahoma travel policies and procedures and your funds will not be released without compliance.

Applicant Signature: _____

Date: _____

I hereby approve of this student attending the conference listed above, as it will enhance the student's academic experience.

Advisor's signature: _____

Date: _____

Department: _____

Title: _____