

## **College of Architecture Research Dissemination Award Travel Policy and Request Form**

This document summarizes the College of Architecture's Research Dissemination Award Travel Policy. In August of 2013, the Vice-President for Research (VPR) made funding available to College's to administer supplemental research dissemination travel programs. The CoA's Directors are responsible for making recommendations to the Dean for these awards. The program is merit based, and funds may not be used for costs incurred while performing research and creative activity, but to *disseminate* research and creative activity to a broader academic or professional audience. Awardees are required to fully participate (present a paper/poster, chair a session, participate in a research seminar, etc.) at the conference or similar venue, and not merely attend.

### **Awards and Eligibility**

All awards are cost reimbursable. Receipts and relevant CoA travel reimbursement paperwork must be completed within 30 days of return travel. Otherwise, the award amount shall be forfeited.

The awards shall be made available per the following:

- As \$500 awards to be recommended by the CoA Directors 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 research dissemination-related travel to present research and creative activity accomplishments, and *not* for costs incurred during the research
- Students who apply for an award must be in good academic standing with the CoA and/or Graduate College
- With the recommendation that the applicant seek additional funds as needed
- With no restrictions on domestic or international travel
- With the completion of a form signed by the:
  - Applicant,
  - Faculty member supervising student research (when applicable), and
  - Related Division Director.

### **Submission**

Related Division Director to deliver signed form to the Dean's Office for final approval.

**Application Form  
Research Dissemination Award Travel Request Form  
University of Oklahoma College of Architecture (CoA)**

*Note there is a \$500 maximum award amount.  
Recipients are required to provide receipts for all requested reimbursable items.*

Date: \_\_\_\_\_

1) Name: \_\_\_\_\_ Division: \_\_\_\_\_ Faculty/Student

2) Conference Information:

Organization: \_\_\_\_\_

Where/Dates: \_\_\_\_\_

Significance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your plan for dissemination of this work after the conference?

\_\_\_\_\_

\_\_\_\_\_

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

4) Amount (\$) you are seeking from the Research Dissemination Fund: \_\_\_\_\_

5) Amount (\$) you are receiving from others [amount and source(s)], if applicable:

\_\_\_\_\_

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

7) Applicant (signature/date) \_\_\_\_\_

\*For Student Applicants

Faculty Advisor (signature/date) \_\_\_\_\_

Division Director (signature/date) \_\_\_\_\_

Dean's Office Recv'd: (signature/date) \_\_\_\_\_

RECOMMENDED \_\_\_\_\_ NOT RECOMMENDED \_\_\_\_\_ AMOUNT (\$) \_\_\_\_\_

Dean (signature/date) \_\_\_\_\_