



# *The University of Oklahoma*

DEPARTMENT OF SOCIOLOGY

## **GRADUATE STUDENT TRAVEL AWARD APPLICATION**

The Department of Sociology faculty recognizes the importance of graduate students' participation in professional associations and professional meetings. A carefully prepared conference presentation reflects well upon both you and the department, so we are pleased to provide financial support for students who are giving a presentation at a professional conference.

Here are the restrictions:

- (1) We will give up to \$500 per fiscal year (July 1 – June 30) for participation in a national or international meeting associated with a professional association (e.g., ASA, ASC, PAA) and up to \$300 per fiscal year for participation in a regional meeting associated with a professional association (e.g., Southwest Sociological Association).
- (2) Students can receive departmental funding for only one meeting per year. Any of the approved money not used for the appointed meeting cannot be applied to future meetings.
- (3) First year MA students can receive funding for presenting a poster at a regional or a national conference, and second year MA students can receive funding for presenting a poster at a national conference. But, all other students must present a paper (not just a poster) at the conference to receive funding. The exception is the Population Association of American (PAA) meeting, where posters are competitively evaluated; students are eligible for funding if they are presenting a poster at the PAA.
- (4) Although the department will give financial support to MA students who are participating in regional meetings, we will not give support to PhD students who are participating in regional meetings; we will support PhD students to attend only national and international meetings.
- (5) While the order of authorship does not matter, you must be the primary presenter of the paper.
- (6) You must provide proof that you have applied for travel funds to both the College of Arts and Sciences and the Graduate College 30 days prior to your departure date. This proof must be the application that you submitted to each college.
- (7) Applications must be submitted to the graduate liaison by the specified deadline. For fall meetings (e.g., ASC), the deadline is October 1; for spring meetings (e.g., regional meetings), the deadline is February 1; and for summer meetings (e.g., ASAs), the deadline is June 1.
- (8) As noted below, the departmental funding will be applied to expenses only after the other sources of funding have been exhausted.
- (9) Exceptions to this policy will be considered on a case by case basis by the chair and graduate liaison.

This application form serves as a cover sheet and should be submitted to the graduate liaison along with the following.

- (1) A copy of the paper to be presented  
OR  
An abstract of 250 words or less (outlining the topic, theoretical background, methodology employed, and results of the paper) and a letter of support from a faculty member.
- (2) A complete budget with the following categories: Airfare, ground transportation, hotel costs, per diem, and conference registration fees. If you are receiving any support from other sources, please provide this information on the budget.
- (3) Copies of your applications for funding to both the College of Arts and Sciences and the Graduate College.

780 Van Vleet Oval, Kaufman Hall 331  
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**Student information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Number of years in Dept.: \_\_\_\_\_

Dates of prior Sociology Department Travel Awards: \_\_\_\_\_

**Paper information**

Title of paper: \_\_\_\_\_

Paper authors in order: \_\_\_\_\_

Are you the main presenter? Yes \_\_\_\_\_ No \_\_\_\_\_

**Conference information**

Title of conference: \_\_\_\_\_

Location & Date of conference: \_\_\_\_\_