School of Educational Foundations, Leadership and Aviation (SEFLA)  
Graduate Student Travel Grant Application

The SEFLA Graduate Student Travel Grant is offered as a means of reimbursement for SEFLA Graduate Students for costs associated with presentation of research at a State, National, or International conference. Graduate students must include the following documentation with their completed applications: (a) confirmation or acknowledgment of a peer-reviewed (refereed) conference research presentation, and (b) a copy of the conference document showing cost of registration (paid receipts for registration, travel and lodging are required when reimbursement requests are submitted after travel has been completed). The following terms apply: (a) applicants may receive one grant award per OSU fiscal year (1st July – 30th June), up to the amount of $500, (b) type of referred conference will determine maximum reimbursement $500 – International, $350 – National, $250 – Regional/State, (c) excluding faculty, the applicant must be 1st or 2nd author, (d) if a student is receiving funding from another university source, this will be factored into what SEFLA allocates to the same conference, and (e) applicants who are denied funding in the fall semester due to funding constraints will receive first priority in the following spring/summer semesters. Applications will be reviewed after the request deadline unless international travel requires early review.

Applicant Information
First Name: ___________ Last Name: ___________
Program/Major: __________________________________________
Student CWID: ___________ Advisor: ___________

Funding Request
Requested Amount (up to $500): _______ Are you requesting funding from other university sources? Y / N

Conference Information
Conference Name: __________________________________________
Presentation Title: __________________________________________
Conference Location and Dates: __________________________________________
Conference Cost of Registration: __________________________________________
Registration Due Date: __________________________________________
Advisor Signature: ___________________________ Date: ___________
Student Signature: ___________________________ Date: ___________

Completed Graduate Student Travel Grant Applications must be submitted with supporting documents to amber.grim@okstate.edu, School of Educational Studies Office (204 Willard Hall) by 12pm CT on the request deadline:

<table>
<thead>
<tr>
<th>Travel Dates</th>
<th>Request Deadline</th>
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<tbody>
<tr>
<td>July 1-July 30</td>
<td>ASAP (must be at least 3 weeks before travel)</td>
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<tr>
<td>August 1-September 30</td>
<td>July 5, 2019</td>
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<tr>
<td>October 1-December 31</td>
<td>September 6, 2019</td>
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<tr>
<td>January 1-March 31</td>
<td>December 6, 2019</td>
</tr>
<tr>
<td>April 1-June 30</td>
<td>March 6, 2020</td>
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NOTE: If travel is out of the country, the application must be submitted at least five weeks prior to travel.

Approval Signatures – Official Use Only
SEFLA Student Affairs Committee Chair: ___________________________ Date: ___________
SEFLA School Head: ___________________________ Date: ___________