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.

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: ____________________________

If travel is in country, the Graduate Student Travel Grant Application must be submitted at least three weeks prior to travel. If travel is out of the country, the application must be submitted at least five weeks prior to travel. Submit completed application with supporting documents to amber.grim@okstate.edu, School of Educational Studies Office (204 Willard Hall).

Approval Signatures – Official Use Only

SEFLA Student Affairs Committee Chair: ____________________________  Date: ____________________________

SEFLA School Head: ____________________________  Date: ____________________________