

**CEAT Research Initiative**  
**College of Engineering, Architecture & Technology**  
**Oklahoma State University**

Title: **Funding for Graduate Students Presenting Papers at Conferences**

Procedure No: **CEAT-RI-001**

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**Definition and Scope**

The Associate Dean of Research (ADR) will provide matching funding for graduate student domestic travel for a presentation of a paper to a conference. This initiative will be reviewed annually with new effective dates appearing on the CEAT Research Web page.

**Procedures**

**Criteria:**

If the Principal Investigator/faculty member provides 1/3 of the funding and the home department provides 1/3 of the funding up to \$1000 each, then the (ADR) will provide 1/3 of the funding up to \$1000.

**Request funding:**

Email notification of intent to ADR ([ceatresearch@okstate.edu](mailto:ceatresearch@okstate.edu)) and the CEAT fiscal officer ([ceatfinancial@okstate.edu](mailto:ceatfinancial@okstate.edu)) with the student's name, travel dates, name of paper and name of conference.

The matching funding will be transferred to the department after the travel voucher has been submitted.

The departmental Financial Assistant will email a copy of the trip summary showing the breakdown of the expenditures to [ceatfinancial@okstate.edu](mailto:ceatfinancial@okstate.edu). The summary includes the account numbers charged and the amounts. Summarize the account totals on the bottom prior to emailing. Indicate in the subject line of the email "Student Travel Support".

Helpful hint: Use the PI's account when completing the travel request

**Approved by:**   
College of Engineering, Architecture and Technology (Associate Dean of Research)

Originally approved: 10/2012  
Modified: 11/2014; 7/2016