

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

Title: **Funding for Graduate Student Recruitment**

Procedure No: **CEAT-RI-006**

**Definition and Scope**

The College of Engineering, Architecture and Technology will receive applications for travel grants that provide for travel with the purpose of recruiting of PhD Graduate students. This initiative will be reviewed every two years with new effective dates appearing on the CEAT Research Web page.

**Procedures**

**Criteria:**

Departments that have extended an offer to a graduate student (PhD) may request a travel reimbursement for domestic travel during the course of a calendar year. Five (5) travel reimbursements will be automatically granted, but additional travel reimbursements may be made depending upon the availability of funds.

**Request funding:**

The application for this funding must be initiated by the department and be submitted to [ceatresearch@okstate.edu](mailto:ceatresearch@okstate.edu). Indicate in the subject line of the email "**Funding for Graduate Student Recruitment**".

The 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 and the approval notification 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.

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

Approved 11/2017