



## Oklahoma State University Graduate College

— *advancing the future by degrees*

### Student Travel Award for Submission of a National Science Foundation Graduate Research Fellowship Program Proposal

Enrolled OSU graduate students who are eligible to apply to the National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP; October 2017 deadlines) will qualify for up to \$300 in travel expense reimbursements from the OSU Graduate College for single-event travel expenses related to professional development, such as attendance at a professional conference/meeting or collection of research data.

OSU Travel Policies apply, and questions regarding reimbursable travel expenses and the reimbursement procedures should be directed to Ms. Jodie Kennedy (405-744-6368; [jodie.kennedy@okstate.edu](mailto:jodie.kennedy@okstate.edu)) in the Graduate College prior to making travel plans.

#### To be eligible for potential travel reimbursement

1. Complete and submit this travel award form and requested documentation as soon as you receive submission confirmation for your NSF GRFP proposal – **no later than 12/1/2017**.

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

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

CWID: \_ \_ \_ \_ \_

2. Attach your NSF GRFP Proposal Abstract: ~150 words written for lay audience
3. Include a copy of your NSF GRFP Proposal: do not include transcripts or letters
4. Provide a proof of submission: copy of submission confirmation from NSF FastLane
5. Submit a very brief letter from your Graduate Faculty Advisor – a statement regarding quality of GRFP proposal and support of the proposed graduate education/research plan

**Send an electronic pdf file with items 1-5 in the order listed to [grad.dean@okstate.edu](mailto:grad.dean@okstate.edu) by close of business on December 1, 2017.**

**Travel must be completed between NSF GRFP submission deadline in October 2017 and August 31, 2018.** Funds cannot be applied retroactively. **Original receipts are to be submitted within 10 days of travel** along with a certification briefly describing the nature of the event/activity and a statement that the expenses submitted have not been and will not be reimbursed by others. The certification should be signed by the Graduate Faculty advisor and the graduate student. The certification and original receipts should be delivered to Ms. Jodie Kennedy, Graduate College, 202 Whitehurst.