School of Electrical & Computer Engineering
College of Engineering

Application and Travel Policy for ECE Graduate Students

Goal: To enhance educational experience, promote research productivity, and help with career development, the School of Electrical and Computer Engineering (ECE) has allocated funds to support students' travel to national and international conferences and workshops to present their thesis, dissertation, or project-related work.

Eligibility: All ECE graduate students are eligible for the application of the award. However, in order to benefit a broader student body, each student is limited to one (1) award per degree.

Requirements: The travel funds are designed to support the students to present their research results from dissertation, thesis, or class project, for example, in the national or international conferences and workshops. Each award is up to $1,000. The applicant needs to be author or co-author of the paper and demonstrate significant contribution. Each application should include:

(1) Copy of the paper submitted to the conference or workshop.
(2) Conference or workshop information, including the name, time and location.
(3) Estimated budget.
(4) Faculty endorsement by email or letter to the ECE Graduate Committee.
(5) Copy of acceptance letter/email from the conference organizing committee.
       (# 5 may be submitted after the initial application.)

Selection: Each semester, a call for applications will be announced, with applications being taken during the first two weeks. The graduate committee will review these applications and announce the awards. The number of awards depends on the funding availability. The selection criteria include but are not limited to (1) the status and selectivity of the conference, and (2) the technical contribution of the paper.

Travel awards will not be paid until after the travel has been completed and the University Travel Claim must be filed with the department no later than 90 days after travel.

Student Name_____   OU ID#_____

Student Advisor_____