

# TRAVEL STIPEND

## Application Guidelines



### Overview

The primary objective of the HHDC Member Travel Stipend program is to support (a) the professional development and/or presentation of HHDC member's work at professional society meetings, or (b) the development or continuation of collaborative and educational relationships at other institutions, by providing funding for travel and associated costs.

### Eligibility

Members, Associate Members, and Trainee Members are eligible to apply.

Preference will be given to travel for:

- Presentations at national professional society meetings promoting the member's work and HHDC
- Development or continuation of collaborative and educational relationships at other research institutions
- Travel matched or partially funded from other sources

### Award Application Deadlines and Details

Please visit <http://haroldhamm.org/members> for application deadlines and maximum award amounts.

**Important Note** – If the Travel Stipend requested is for a conference or professional society meeting which has a registration or commitment deadline prior to the notification date of Travel Stipends awarded listed on the HHDC website, please contact Katie Hoefling in HHDC Administration at [katie-hoefling@ouhsc.edu](mailto:katie-hoefling@ouhsc.edu) or (405) 271-2824 as soon as possible. Every effort will be made to review applications and accommodate in such circumstances. Please clearly explain the circumstances below as noted in "Application Materials."

In addition, Travel Stipend applications may be submitted at any time during the year outside of the regular Spring and Fall award cycles based on extreme circumstances outside of the applicant's control, such as registration, acceptance of invitations to present, or similar deadlines. Such requests must be sufficiently justified as noted in "Application Materials." Every effort will be made to review applications and accommodate in such circumstances. However, due to available funding limits, we unfortunately cannot guarantee that applications can be reviewed. Please contact Katie Hoefling in HHDC Administration at [katie-hoefling@ouhsc.edu](mailto:katie-hoefling@ouhsc.edu) or (405) 271-2824 in advance of starting an application.

### Application Materials

A completed application consists of the items listed below, combined into one (1) single .pdf file for submission.

1. Routing form specific to the applicant's institution (available at <http://haroldhamm.org/members>) as follows:
  - a. OUHSC: Please use the "OUHSC Routing Form"
  - b. All other campuses/institutions (OU-Norman, OU-Tulsa, OMRF, OSU, and others): Please use the "General Routing Form"
2. Travel Stipend Application Form

### **Application Materials (continued)**

3. Letter of Intent (not to exceed three (3) pages total), consisting of: *(all items are required)*
  - a. Purpose of travel- *Note: Only if the Travel Stipend requested is for a conference or professional society meeting which has a registration or commitment deadline prior to the notification date of Travel Stipends during the regular Spring and Fall award cycles, or outside of the regular Spring and Fall award cycle dates, please clearly explain the circumstances.*
  - b. All details of travel, including location and exact or anticipated dates
  - c. A summary of how you, your work/program, and HHDC will benefit from the travel
  - d. A detailed narrative of other sources of funds received. If no other funds have been received, a narrative of all funding sources which have been exhausted
4. Estimated or Actual Budget (not to exceed one page). There is no required budget format, but please clearly list each expense individually and do not combine items into “blanket” categories
5. Letter of Support from your supervisor (i.e. department chair, section chief, or similar)

### **Application Materials Format**

Applicants must adhere to stated page limits. There is no required format for application materials (i.e. margins, font, font size, and similar). This is at the discretion of the applicant

### **Evaluation Criteria**

Applications will be assigned a score based on the following criteria:

- Degree of need for the travel
- Impact of the travel on the member and the degree to which the travel will enhance their work
- Benefit of the travel to the mission of Harold Hamm Diabetes Center and the degree to which it promotes the center

### **Award Conditions**

- Funds may be used for direct travel costs only, including transportation, parking, airfare, accommodations, and conference registration fees. Funds may not be requested for meals or gratuity. Please direct any questions regarding allowable expenditures in advance of budget preparation, or transaction or commitment if application is funded, to Lance Leonard in HHDC Administration at [lance-leonard@ouhsc.edu](mailto:lance-leonard@ouhsc.edu) or (405) 271-2824.
- All purchases, financial transactions, and similar related to use of the awarded funds will be coordinated by the awardee’s department according to their policies and procedures.
- The awardee’s budget contact should submit a single report of expenditures within 30 days of the completion of the travel. Requests for reimbursements prior to this deadline may be considered. Please submit and direct any questions or requests to Lance Leonard in HHDC Administration at [lance-leonard@ouhsc.edu](mailto:lance-leonard@ouhsc.edu) or (405) 271-2824.
- The awardee’s budget contact designated on their application is required to notify Lance Leonard in advance of any reports of expenditures that cannot be made available by the deadlines listed above. Otherwise, reimbursement may be denied.
- It is the responsibility of the awardee’s department to ensure adherence to all applicable institutional policies, including but not limited to purchasing policies, research compliance, and similar. Expenditures in excess of the award amount or expenditures not allowed by university or similar policy will not be reimbursed and are the sole responsibility of the Awardee’s department.
- If the travel is related to a specific project, awardees must include the following statement on any manuscripts, presentations, or similar publications related to the project or its results: “This work supported in part by an award from Harold Hamm Diabetes Center at the University of Oklahoma.”
- Failure to comply, including using funds for unapproved purposes or outside the spirit of the award, will render members ineligible to apply for any future HHDC funding.

**Submission Instructions**

Your completed application should be submitted as a single .pdf file (i.e. you should submit only one (1) file as your application.)

A completed application consists of 1) the appropriate routing form indicated below specific to your campus/institution as a cover page to your application, and 2) all items listed in “Application Materials” above.

OUHSC: Complete “OUHSC Routing Form,” combine it as the cover page to all application materials into a single .pdf file and e-mail to [hhdcmembership@ouhsc.edu](mailto:hhdcmembership@ouhsc.edu) by the specified deadline. You will be notified you when your submission has been accepted.

All other campuses/institutions (OU-Norman, OU-Tulsa, OMRP, OSU, and others): In addition to the application materials listed above, please complete and submit the General Routing Form. Please follow your institution’s research administration procedures for review, approval, and submission of externally funded awards, including completion of necessary forms specific to your institution. Once your research administration official has certified the General Routing Form, applications should be submitted by either (a) the research administration official, or (b) the applicant as a single Adobe PDF file via e-mail to [hhdcmembership@ouhsc.edu](mailto:hhdcmembership@ouhsc.edu) by the specified deadline. You will be notified you when your submission has been accepted.

**Questions**

For questions, please e-mail [hhdcmembership@ouhsc.edu](mailto:hhdcmembership@ouhsc.edu) or contact Katie Hoefling in HHDC Administration at (405) 271-2824.