

**ROBBERSON and WETHINGTON PRESTIGIOUS COURSE SCHOLARSHIP APPLICATION****APPLICATION GUIDE**

Please read all directions on **each page** carefully before completing the application form.

**Incomplete or incorrect applications will not be considered.**

Questions may be directed to [gradinfo@ou.edu](mailto:gradinfo@ou.edu)

**Purpose**

The Robberson and Wethington Scholarships provide financial assistance for academically outstanding students to attend competitive and prestigious training/courses at other universities or institutions. Funding for each award is provided from the Richard, Mary, & Glenn Robberson fund or the Mr. and Mrs. W.O. Wethington Scholarship fund. The eligibility criteria will determine which scholarship the applicant is awarded.

**Eligibility Criteria**

- International students studying in the areas broadly defined as natural sciences, history, business, engineering, or mathematics are eligible.
- Domestic students in all fields are eligible.

Applicants for these funds must show evidence that the training/courses for which funding is requested will provide the following:

- Knowledge that cannot be obtained at OU
- Significant networking opportunities
- A positive impact on the student's career.

Applicants for these funds:

- Must be in good academic standing and have an OU grade point average of 3.00 or better.

**Award Considerations**

The Graduate College will fund a small number of these applications as a pilot program.

Applications where the department contributes significant cost sharing will be given priority in the review process.

**Application Deadlines**

September 15; October 15; November 15;  
January 15; February 15; March 15; April 15.

*If deadline falls on a weekend, applications may be submitted by 5 p.m. the following Monday.*



## **ROBBERSON and WETHINGTON PRESTIGIOUS COURSE SCHOLARSHIP APPLICATION**

### **Application Process**

1. The applicant must submit the completed application packet by one of the deadlines. **(Do not double side any documents. Do not staple any documents.)**
  - ✓ The **application packet** must include the following, The completed application form with the appropriate signatures.
    - A copy of the applicant's most recent Curriculum Vitae (2 pages maximum). The CV should provide evidence of professional and scholarly activity.
  - ✓ **Verification of the student's acceptance to the training/courses at another university or institution.**
  - ✓ **Verification letter(s) of matching award(s) (if applicable)** - May be in the form of an award notification and should be on the awarding unit's letterhead.
  - ✓ A one-page request that outlines the training/courses and the portion of the activity that needs financial assistance from the Graduate College. The request must be readable by an interdisciplinary audience; if the evaluating committee members cannot understand the nature/importance of the training/courses, they will not be able to determine its value or rate it highly. The description must:
    - i. be written as a grant proposal rather than as an abstract of work already completed
    - ii. clearly identify the reason this knowledge cannot be obtained at OU
    - iii. explain the importance of the training/courses for this student's education and/or research project
    - iv. explain how the training/courses will provide significant networking opportunities (if any)
    - v. clearly show how the training/courses will have a positive impact on the student's career
  - ✓ A confidential letter of recommendation, signed and sealed in an envelope, from the student's major advisor. The letter should be written for an audience of non-specialists. A helpful letter will address as many as possible of the following points, as well as any other information the advisor considers relevant:
    - The importance of the training/courses for this student's education and/or research project
    - An explanation of why this knowledge cannot be obtained at OU
    - An explanation of how this training/courses will provide significant networking opportunities for the student (if any)
    - An explanation of how this training/courses will have a positive impact on the student's career
    - The nature and significance of the training/courses activity to the discipline
    - The nature of the potential broader significance, if any, of the training/courses
    - The level of prestige associated with the training/courses
    - The student's progress toward his or her graduate degree
  - ✓ A complete budget for the training/courses, a detailed justification of each budget item requested in the application, and the sources of any additional funding. (forms available on pages 4 & 5 of this packet)

### **Review and Award Process**

1. Applications will be reviewed by the Graduate College's Travel and Research subcommittee during the two weeks after the deadline.
  2. A notification letter will be sent to the applicant's OU e-mail address once the decisions are made. Copies of the decisions will also be sent to the major professor and the department chair or liaison.
  3. Applicants awarded funding should contact the department support staff regarding the payment/disbursement of these funds. The department must submit a request for reimbursement and a copy of the award e-mail. The Graduate College will then transfer funds to the student's department for disbursement to the student.
- Note:** The departmental account must be a 122- Account.

### **Restrictions & Limitations**

- These funds may be used to fund expenses related to attending the training/courses such as course registration fees, supplies and equipment, books or data-sets, or travel related to attending the training/courses.
- Post-doctoral scholars are not eligible for these funds.

**ROBBERSON and WETHINGTON PRESTIGIOUS COURSE SCHOLARSHIP APPLICATION**

**APPLICATION FORM**

(Please TYPE the required information)

**Incomplete or incorrect applications will not be considered.**

Place this form on the front of the application packet.

<b>Last name</b>	<b>First name</b>	<b>Middle Initial</b>	<b>OU ID Number</b>
<b>Phone Number</b>	<b>OU E-mail Address</b>	<b>Amount Requested</b>	<b>Grad. Department</b>
<b>Major Professor or Advisor</b>		<b>Start/End Date of Training/Courses</b>	
<b>Title of Training/Courses</b>		<input type="checkbox"/> <b>Master's Student</b> <input type="checkbox"/> <b>Ph.D. Student</b>	
<b>Location of Training/Courses</b>		<b># of Graduate Hours Currently Enrolled: (If less than full-time please explain)</b>	
<b>Describe the format of the Training/Courses</b>			

**Verification**

The undersigned have read and fully understand the specifications of the Robberson and Wethington Scholarship Application Policy. In addition, the undersigned represent that the applicant meets the eligibility requirements as stated herein and understand that if the application fails to meet the specifications on this form and the Application Guide in any way, then it will be ineligible for consideration. Furthermore, the undersigned represent that the student is in good academic standing with the department.

**Notice of Compliance**

It is a violation of Oklahoma State Law and the University of Oklahoma Student Code to knowingly omit other sources of funding. If an applicant receives or learns that he or she will receive funding for this conference, research, or creative activity, the applicant must immediately notify the Graduate College of the source and amount of the funding. Failure to do so will result in the revocation of the award and the applicant may be charged with a violation of the Student Code.

Your signature below also verifies that you will not accept reimbursement (from all funding sources combined) in an amount greater than your total expenses.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair or Liaison (Please Print)

\_\_\_\_\_  
Department Chair or Liaison Signature

\_\_\_\_\_  
Date

**Direct completed application packets to:**

**Attn: Suzanne Peters**  
**Graduate College**  
Robertson Hall Room 213  
Norman, OK 73019



## BUDGET JUSTIFICATION FORM

Instructions and eligible budget expenses can be found on page 2 of this application packet.

Name: \_\_\_\_\_ OU ID # \_\_\_\_\_

### Estimated Travel Expenses

Other (must provide justification below):

**Total:**

**Description:**

**Total:**

2)

**Total:**

**Other sources of funding:**

Amount:



**ROBBERSON *and* WETHINGTON PRESTIGIOUS COURSE SCHOLARSHIP APPLICATION**

**BUDGET JUSTIFICATION FORM**

Please use the following space to provide a detailed justification of each budget item requested.

**Name:** \_\_\_\_\_ **OU ID #** \_\_\_\_\_