

Request for Off-Campus Research (OCR) Support
 Jackson School of Geosciences
 The University of Texas at Austin

Name: _____ EID: _____
 Supervisor: _____ Start date of graduate studies: _____
 Thesis/Dissertation title: _____

- OCR support is provided only for research that is part of a MS or PhD dissertation project
- OCR support should strive to minimize costs by selecting the most economical options for all budget categories. This includes, but is not limited to:
 - airfare
 - rental vehicles (4x4s only in special cases)
 - lodging (camping/hostels in most cases, hotels only in special cases)
 - food costs (> \$20/day/person only in special cases)
- OCR funds may be used to support field assistants.
- OCR funds cannot be used for purchase of field supplies or equipment.
- OCR funds cannot be used for laboratory analytical costs.

**Detailed description and justification of proposed fieldwork or off-campus activity
 (Attach separate sheet if needed)**

Start date: _____ End date: _____
 Total number of days in field: _____ Location: _____
 Will additional field seasons be necessary? _____ If so, how many? _____

Current and pending research support (GSA, AAPG, Sigma Xi, etc.):

Source	Current or pending ?	Amount requested	Amount received
_____	_____	_____	_____
_____	_____	_____	_____

If you are successful in securing external funding, you must notify the Graduate Office.

If external funding is awarded then this request should be:

- _____ withdrawn (this application will not be considered).
- _____ considered as is.
- _____ adjusted to another amount:

(Please complete the reverse side of this application)

Budget and Justification

Please demonstrate that you have thoroughly researched your budget options.
Attach additional sheets if needed

TRANSPORTATION	Justification	Cost
Airfare		
Self	_____	_____
Field Assistant	_____	_____
Bus/taxi	_____	_____
Personal vehicle	_____	_____
Rental vehicle	_____	_____
Department vehicle	_____	_____
Gasoline	_____	_____
Parking fees	_____	_____
	Transportation subtotal:	_____
LODGING	Location, #days, rate	Cost
Self	_____	_____
Field Assistant	_____	_____
	Lodging subtotal:	_____
FOOD	Source (e.g., restaurants, grocery store), #days, cost/day	Cost
Self	_____	_____
Field Assistant	_____	_____
	Food subtotal:	_____
OTHER	Justification	Cost
Item/Description		
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Other subtotal:	_____
	TOTAL BUDGET:	_____
	SUPERVISOR CONTRIBUTION*:	- _____
	TOTAL REQUEST:	= _____

Student signature: _____ Date: _____

To be considered, you MUST ATTACH a signed statement from your supervisor that:
(1) indicates why this research request is needed and the nature of the work to be conducted, and
(2) confirms the supervisor's financial contribution that is indicated above.

*Supervisor contribution is expected. Amounts vary but are typically 1/3 to 1/2 of total budget. A reduced supervisor contribution may be considered if the supervisor is paying for supplies or lab costs that are directly related to the OCR. This should be detailed in the supervisor's letter, but not indicated in the budget spreadsheet.