

Graduate and Professional Student Council
Texas A&M University
Awards Committee

Travel Awards Policies, Procedures, and Processes 2016-2017

Updated June 2016

Article I. Mission

The Graduate and Professional Student Council (GPSC) Travel Award sponsored by the Vice President of Research aims to support professional development and high-impact experience of the graduate and professional students in Texas A&M University.

Article II. Calendar Structure

2016-2017 Awards Committee – Travel Awards – Calendar of Events						
Applicant Season	If applicant begins traveling on this day at	And finishes traveling by this day at	Must have eligibility by this day	Open application period at 12:00 AM on this day	Close application period at 11:59 PM on this day	Applicant will be notified if they have won a Travel Award
Fall	9/01/16	11/30/16	5/08/16	7/08/16	7/31/16	8/22/16
Winter	12/01/16	2/28/17	9/20/16	9/26/16	10/28/16	11/21/16
Spring	3/01/17	5/31/17	12/06/16	12/09/16	1/16/17	2/08/17
Summer	6/01/17	8/31/17	2/21/17	3/07/17	4/7/17	5/01/17

1. There will be four Travel Awards periods throughout the year
2. Application periods will open at 12:00 AM of the announced day and close at 11:59 PM on the deadline day as shown above.
3. Students traveling over an interval of time that falls within two Travel Awards periods must apply for the Travel Awards period of **the travel begin date** (the earlier of the two periods).

Article III. Classifications of Travel Awards

1. The Graduate and Professional Student Council will issue three (3) classifications of Travel Awards based on the applicant's level of participation at the conference, meeting, etc.:

Section I. Type I Awards:

1. Worth a *maximum* of \$500.⁰⁰ USD.
2. Available to applicants participating as a commentator, panel chair, and/or presenter of at least one of the following: paper, poster, workshop, recital, case competition display, and/or work of art or design.

Section II. Type II Awards:

1. Worth a *maximum* of \$300.⁰⁰ USD.
2. Available to applicants who are a co-author/co-creator of the paper, poster, workshop, recital, case competition display, and/or work of art or design but are not presenting; are attending a professional committee meeting as an officer (applicants needs to provide additional proof of membership on committee); and/or are traveling to another institution for education or training pertaining to applicant's research or degree.

Section III. Type III Awards:

1. Worth a *maximum* of \$100.⁰⁰ USD.
2. Available to applicants who are attending a conference related to their field but not presenting research; are attending a career fair; and/or are attending an audition.

2. Travel Awards CANNOT be used:

- a. To fund resources those are otherwise provided by the University (e.g. books available through the library, software available through IT).
- b. To finance typing, copying, or binding of theses or dissertations.
- c. To pay for individual membership dues for professional organizations or societies.

Article IV. Applying for a Travel Award

Section I. Calendar of Events for Applicants

2016-2017 Awards Committee – Travel Awards – Calendar of Events						
Applicati on Season	If applicant begins traveling on this day at 12:00 AM	And finishes traveling by this day at 11:59 PM	Must have eligibility by this day	Open application period at 12:00 AM on this day	Close application period at 11:59 PM on this day	Applicant will be notified if they have won a Travel Award
Fall	9/01/16	11/30/16	5/08/16	7/08/16	7/31/16	8/22/16
Winter	12/01/16	2/28/17	9/20/16	9/26/16	10/28/16	11/21/16
Spring	3/01/17	5/31/17	12/06/16	12/09/16	1/16/17	2/08/17
Summer	6/01/17	8/31/17	2/21/17	3/07/17	4/7/17	5/01/17

Section II. Instructions to the Applicant

1. Applicants will fill out an online application form
2. Application Materials requirements:
 - a. Résumé or Curriculum vitae (*single-space or double-space*).
 - b. Personal Statement (500 words maximum)
 - c. Abstract (300 words maximum)

3. One PDF packet is required:

Packet #1

Please include a), b), and c) as **one** PDF file saved with the file name format *ApplicationSeason_Year_LastName.pdf* (e.g. Fall_2016_Aggie.pdf)

- a. Résumé or Curriculum vitae (*single-space or double-space*).
- b. Personal Statement (500 words maximum)
- c. Abstract (300 words maximum)

Section III. Materials Requirement:

Packet #1

- a. Résumé or Curriculum vitae CAN include personal information, should not be longer than two (2) pages, single- or double-spaced, *maximum* one-inch margins, 12 point font.
- b. Applicants will write a personal statement (PS) of no longer than 500 words addressing the following questions and requirements (the rubrics of personal statement can be found in the Appendix B)
 - i. What are your motivations for attending the event?
 - ii. What are the benefits (tangible or intangible) you expect to receive from participating in said event?
 - iii. How will Texas A&M University benefit from your participation from said event?
 - iv. The PS should have a clear, logical organization that is supported with concrete and specific evidence.
 - v. The PS should have proper length and accurate grammar.
- c. Applicants will submit their conference, creative exhibition, career fair, and/or training abstract in no longer than 300 words.
 - i. Type III applicants DO NOT require to submit an abstract.
 - ii. The selection committee is comprised of your peers from a variety of fields and subject areas. It is in your benefit to keep this in mind when crafting your abstracts.

Section IV. Application Materials Eligibility

1. To ensure a completely anonymous review, applicants will follow these instructions in regards to their Application Materials:
 - a. Follow all title, heading, and file name formats.
 - b. Omit any identifiable information from Personal Statement and abstract:
 - i. Name.
 - ii. Laboratory, Center, or Institute's name, department.
 - iii. Mentor, principal investigator, and/or faculty advisor's name and/or title.
2. All documents, where applicable, must be double-spaced, use Times New Roman 12 point font, have one-inch margins, and be in PDF file format.
3. Applications who fail to follow the above requirements will be deemed "*non-responsive application*."
4. Include word counts in personal statement (less than 500 words) and abstract (less than 300 words).

Section V. Application Resources

1. The following is a list of resources that applicant may benefit from to enhance the quality of their application. All resources listed here are free of charge.
 - a. University Writing Center (<http://writingcenter.tamu.edu>)
 - b. POWER Writing Support Services (<http://power.tamu.edu>)

Section VI. Applicant Eligibility

1. To apply and receive a Travel Award from the Graduate and Professional Student Council, the applicant and applicant's department, program, and/or organization to which the applicant is claiming eligibility under must meet the following eligibility requirements:
 - a. Applicant:
 - i. Be enrolled in a graduate or professional degree program at Texas A&M University.
 - ii. Be in good stand with the University and their academic department.
 - iii. Have a GPA great than or equal to 3.00.
 - b. Applicant's department, program, and/or organization to which the applicant is claiming eligibility under:

- i. Be recognized by and represented within the Graduate and Professional Student Council General Assembly.
 - ii. Have eligibility (voting delegate status) within the Graduate and Professional Student Council before the opening of the Travel Awards period.
2. It is the responsibility of the applicant to check if they and their department, program, and/or organization to which they are claiming eligibility under are eligible before the submission of a Travel Award application.
 - a. Eligibility questions can be directed to the Awards Committee Chair at awards@gpsc.tamu.edu and/or Vice President of Information at vpinformation@gpsc.tamu.edu.

Section VII. Applicants' Right to Privacy

1. Applicants will be required to submit an application with pertinent personal and Texas A&M University Student Directory Information including, but not limited to:
 - a. Name.
 - b. Address.
 - c. UIN.
 - d. Telephone number.
 - e. Academic department.
2. The Awards Committee Chair will be the only person to see both the applicants' names and UINs together and does not evaluate applications.

Article V. Winning Applicants: Requirements and Policies

Section I. Award Disbursement

1. In order for the winning applicants to receive their awarded funds, they must understand, accept, and complete the following:
 - a. Attend a General Assembly meeting to officially receive the Travel Award and discuss their intended travel.
 - b. Meet with the Graduate and Professional Student Council Advisor to review and sign relevant paperwork.
 - c. Keep the itemized receipts during the travel period for the reimbursement of the travel expense

- d. Meet with Student Business Services to review and sign relevant paperwork.
2. Travel Awards will be disbursed by reimbursed payment for airfare, conference registration, hotel accommodations, etc.
3. Applicants will be notified about four (4) weeks after the last day of the application period as to whether they were selected as a winner of a Travel Award.

Section II. Reporting Requirements

1. In the event of winning and subsequent acceptance of a Travel Award, the winner understands and accepts that within 30 days of return from the travel, the following may be required:
 - a. Complete a summary review document provided by the Awards Committee Chair.
 - b. Provide proof of acceptance and/or attendance to the conference, creative exhibition, career fair, and/or training.
 - c. Provide up to four (4) photos of themselves at the sponsored event.
 - d. Respond to the Post Trip Form (see Appendix G).

Section III. Photo Release for Marketing

1. To ensure continued and additional funding for future Travel Awards, to fulfill reporting requirements, and to retain materials to use for Graduate and Professional Student Council marketing purposes, it is required for Travel Award winners to submit photos of their experiences while traveling.
2. In compliance with policies set forth by Texas A&M University and the Division of Student Activities, winners will sign a Photo Release for Organization Marketing Purposes Form when meeting with the Graduate and Professional Student Council Advisor.

Article VI. Awards Committee Members duties and expectations

Section I. Leadership

- (a) The officers of the Graduate and Professional Student Council will interview and appoint the Awards Committee Chair.
- (b) The Awards Committee Chair will be responsible for:
 - a. Overseeing the Awards Committee members and their review of Travel Award applications.
 - b. Collecting and organizing applications for Travel Awards.

- c. Collecting awards evaluations from Awards Committee members.
- d. Attending the Graduate and Professional Students Council Executive Committee and General Assembly meetings.
- e. Reporting the status and proceedings of the Awards Committee to the Graduate and Professional Student Council Advisor, Executive Committee, and General Assembly.
- f. Executing the duties and responsibilities of the Awards Committee Chair in an ethical and moral manner compliant with the Aggie Honor Code, *“An Aggie does not lie, cheat, or steal, nor tolerate those who do.”*

Section II. Membership of the Awards Committee

- 1. Members of the Awards Committee will be decided upon by the Vice President for University Affairs.
- 2. A member may be removed from the Awards Committee for any of the following reasons:
 - a. Delinquency and/or failure to execute member duties.
 - b. Violating the Code of Conduct and Expectations.
 - c. As deemed appropriate by the Awards Committee Chair, as per the By-Laws.
- 3. Members of the Awards Committee will perform and be responsible for the following duties:
 - a. Attend all Awards Committee meetings.
 - b. Perform all application evaluations in an expedient and timely manner.
 - c. Voice constructive questions, comments, and/or concerns with respect to any aspect of the proceeding, policies, and/or review of the Awards Committee and the Awards Committee Chair.
 - d. Notify the Awards Committee Chair at least three days ahead of due date if they are unable to execute their responsibilities.
 - e. Notify the Awards Committee Chair if they are aware of a conflict of interest between themselves and the applicant whose application they are evaluating.

Section III. Awards Committee Member Code of Conduct and Expectations

- 1. Members will carry themselves in accordance with the values and ethics of the Graduate and Professional Student Council and the greater Texas A&M University community outlined in the Aggie Honor Code, *“An Aggie does not lie, cheat, or steal nor tolerate those who do.”*

2. Members will not evaluate applications for the same application period in which they have submitted an application for consideration.
 - a. Members must notify the Awards Committee Chair of such a conflict of interest before they submit an application for consideration.
 - b. Failure to notify the Awards Committee Chair upon submission of an application for consideration will result in the member’s application being deemed “*non-responsive application.*”
3. Members will not discuss any application outside of committee meetings or official Awards Committee correspondence with the Awards Committee Chair.
4. Members will not send, transmit, or communicate applicants’ UINs and/or applications in part or full to anyone but the Awards Committee Chair.
5. If any member is found to be in violation of this *Code of Conduct and Expectations*, they will be removed from the committee and will face disciplinary review by the Graduate and Professional Student Council and, possibly, Texas A&M University.
6. Member will sign a statement acknowledging and agreeing to the above *Code and Conduct of Expectations*

Section IV. Calendar of Events for Awards Committee Members

2016-2017 Awards Committee – Travel Awards – Committee Member – Calendar of Events					
Application Season	Send committee members applications on this day	Send committee members reminder to return evaluation	Collect all evaluations on this day	Send winners’ information to Advisor on this day	Notify winning applicants on this day*
Fall	8/01/16	8/08/16	8/15/16	8/19/16	8/22/16
Winter	10/31/16	11/07/16	11/14/16	11/17/16	11/21/16
Spring	1/18/17	1/25/17	2/01/17	2/05/17	2/08/17
Summer	4/10/17	4/17/17	4/24/17	4/28/17	5/01/17

Section V. Office and Correspondence

Office hours by appointment.

Graduate and Professional Student Council

Office: (979) 862-1974

Fax: (979) 845-6138

Website:

<http://www.gpsctamu.org>

Awards Committee Chair email:

gpscawards@tamu.edu

Article VII. Travel Awards Historical Review Data

- Using application submission data from AY2013-2014 and AY2014-2015, the following table was constructed and will serve as the guide for the AY2015-2016 disbursement totals per season at the discretion of the Awards Committee Chair, Vice President of Finance, and Executive Committee.

2013-2014 Awards Committee – Travel Awards – Review Data				
Application Season	Number of applicants	Percentage of total	2013-2014 awards totals	Expected 2014-2015 awards totals
Fall	11	8%	\$797	\$900
Winter	17	12%	\$1,232	\$1,200
Spring	57	41%	\$4,130	\$4,100
Summer	53	38%	\$3,841	\$3,800
TOTAL	138		\$10,000	\$10,000

2014-2015 Awards Committee – Travel Awards – Review Data				
Application Season	Number of applicants	Number of winners	2014-2015 awards totals	Expected 2015-2016 awards totals
Fall	25	3	\$1,500	\$1,500
Winter	52	6	\$1,600	\$2,600
Spring	11	3	\$1,500	\$2,400
Summer	24	6	\$3,000	\$3,500
TOTAL Qualified	112	18	\$7,600	\$10,000
TOTAL Applications	138			

2015-2016 Awards Committee – Travel Awards – Review Data				
Application Season	Number of applicants	Number of winners	2014-2015 awards totals	Expected 2015-2016 awards totals
Fall	96	7	\$2,500	\$2,500
Winter	93	8	\$3,600	\$2,500
Spring	80	8	\$3,600	\$2,500
Summer	147	6	\$2,000	\$2,500
TOTAL Qualified	416	29	\$11,700	\$10,000
TOTAL Applications	466			

Appendix A: Awards Committee Member Code of Conduct and Expectations Agreement

Graduate and Professional Student Council

Awards Committee

Code of Conduct and Expectations

1. Members will carry themselves in accordance with the values and ethics of the Graduate and Professional Student Council and the greater Texas A&M University community outlined in the Aggie Honor Code, “*An Aggie does not lie, cheat, or steal nor tolerate those who do.*”
2. Members will not evaluate applications for the same application period in which they have submitted an application for consideration.
 - a. Members must notify the Awards Committee Chair of such a conflict of interest before they submit an application for consideration.
 - b. Failure to notify the Awards Committee Chair upon submission of an application for consideration will result in the member’s application being deemed “*Ineligible for Consideration.*”
3. Members will not discuss any application outside of committee meetings or official Awards Committee correspondence with the Awards Committee Chair.
4. Members will not send, transmit, or communicate applicants’ UINs and/or applications in part or full to anyone but the Awards Committee Chair.
5. If any member is found to be in violation of this *Code of Conduct and Expectations*, they will be removed from the committee and will face disciplinary review by the Graduate and Professional Student Council and, possibly, Texas A&M University.

I, _____, have read, understand, and accept the above *Code of Conduct and Expectations* for my position on the Awards Committee for the Graduate and Professional Student Council of Texas A&M University. I also understand that if I am found in violation of any part of this document, I can be removed from the committee. I affirm that I am of sound mind and sign this of my own free will.

Committee Member’s Signature

Date

Awards Committee Chair’s Signature

Date

Appendix B: Travel Awards Personal Statement Rubric

Graduate and Professional Student Council

Awards Committee

Personal Statement Rubric

Applicants will write an essay of no more than 500 words addressing the following questions:

- What are your motivations for attending the conference/creative exhibition/career fair/training?
- What are the benefits (tangible or intangible) you expect to receive from participating in said event?
- How will your participation in said event aid in your professional development?
- How will Texas A&M University benefit from your participation from said event?
- Anything else you deem necessary and/or would like to share with the selection committee.

The 5-point essay:

- Has a strong central idea (thesis) that is related to the questions outlined in the instructions.
- Provides compelling support to the thesis topic.
- Has a clear, logical organization with well-developed major points that are supported with concrete and specific evidence.
- Uses effective transitions between ideas.
- Uses appropriate words composing sophisticated sentences.
- Expresses ideas freshly and vividly.
- Is free of mechanical, grammatical, and spelling errors.
- Is not more or less than required page length.

The 4-point essay:

- Has a strong central idea that is related to the questions outlined in the instructions.
- Has a clear, logical organization with developed major points, but the supporting evidence may not be especially vivid or thoughtful.
- Uses appropriate words accurately, but seldom exhibits an admirable style while the sentences tend to be less sophisticated.
- Has one or two mechanical, grammatical, and spelling errors that do not distract from the overall message.
- Is slightly more or less than required page length.

The 3-point essay:

- Not quite a 4-point essay, but better than a 2-point essay.
- Mildly addresses questions outlined in the instructions.
- Has three to six mechanical, grammatical, and spelling errors that mildly distract from the overall message.
- Is substantially more or less than required page length.

The 2-point essay:

- Makes allusions to the questions outlined in the instructions.
- Has a central idea that is presented in such a way that the reader understands the writer's purpose.
- Has an organization that reveals a plan, but the evidence tends to be general rather than specific or concrete.
- Uses common words accurately, but sentences tend to be simplistic and unsophisticated.
- Has seven to eight severe mechanical, grammatical, or spelling errors.
- Is grossly more or less than required page length.

The 1-point essay:

- Lacks a central idea (no thesis).
- Lacks clear organization.
- Does not address questions outlined in the instructions.
- Fails to develop main points, or develops them in a repetitious or illogical way.
- Fails to use common words accurately.
- Uses a limited vocabulary in that chosen words fail to serve the writer's purpose.
- Has ten or more mechanical, grammatical, or spelling errors.

Personal Statement Samples

5' Personal Statement

Word count 475 words

When I attended last year's Annual Society of American Foresters National Convention, I expected to enhance my professional network, scout job prospects and further my knowledge on important issues related to my field. The experience exceeded all my expectations and that is why I am looking to return to this year's national convention on November 3-7, held in Baton Rouge, Louisiana. The conference theme-Recreating Forestry: The Confluence of Science, Society, and Technology - will attract forestry and natural resources professionals from across the country to discuss contemporary forest resource management issues and examine the trends and technologies shaping the profession in the 21st century. As a student in the department of Ecosystem Science and Management (ESSM), I am excited by this unique opportunity to present my research, expand my knowledge on current forestry topics and to network with peers and potential employers.

This conference presents me with my first opportunity to deliver a formal presentation amongst peers and professionals. As part of a second-day session discussing international forestry, I have been approved to present my research, Principal Abiotic Factors Influencing the Structure and Function of the Mature Pine Forests in Israel. This is a valuable opportunity to expose my research and gain valuable comments and feedback, as well as provide me with needed experience in planning and executing a formal presentation before a scholarly audience. Texas A&M will benefit from this presentation by associating the department of ESSM in an international context as faculty from the department are working in collaboration with Israel's Ministry of Agriculture and the Israel Forest Service.

Society of American Foresters is the nationally recognized professional organization representing the forestry profession within the U.S. While there are not many A&M students in this field, I hope that through presenting and networking at the convention (and participating in the annual quiz bowl where I will represent A&M with pride) I will help make A&M's name more prominent in the forest research and industry fields.

On the third day of the conference a career fair will be held with representatives from leading organizations from the private sector, academia, state, and federal government. Like last year, I plan to take full advantage of this opportunity and reconnect with those networks I previously established and express continued interest for employment, as well reach out to other potential employers.

This travel grant will ease the financial burden associated with convention attendance and enable me to take full advantage of this priceless opportunity to enhance my network and job prospects, to widen my perspective on important forestry issues, and to represent A&M in a field in which it is currently underrepresented. For me, the opportunities found at this convention represent the beginnings of my transition to the professional world and I will uphold and represent the values of professionalism important to Texas A&M going forward.

3' Personal Statment

231 words

I aim at attending the WiMob 2015 conference (The 11th IEEE International Conference on Wireless and Mobile Computing, Networking and Communications) to present my paper “An Efficient Pairwise Key Establishment Scheme for Ad-hoc Mobile Clouds”. This paper is a part of my Ph.D. research for securing wireless communications.

It would be a good opportunity for me to attend WiMob 2015, which is a decent conference in my research area. Attending the presentation of the accepted papers would help me to improve my knowledge in the area, learn new research problems and how to solve them, have a look on the state of the art problems that others work on, and discuss many research problems with the attendees. Attending WiMob would also allow me to build new personal relations with other researchers in my area and to involve them in my future publications. Moreover, presenting my paper would improve my presentation skills by defending my accepted paper in a short time and by learning how others present their work.

Even though my paper is accepted in WiMob, it is required to attend the conference and present the paper in order to be published by IEEE Xplore Digital Library. We aim at improving our research lab and TAMU's reputation by publishing our research paper in WiMob. We would appreciate having the travel grant award to cover the cost of my travel to WiMob.

Appendix C: Travel Awards Abstract Rubric

2014-2015 Awards Committee – Travel Awards – Abstract Rubric		
<i>Each content area is worth 1 point. If the content is included, award 1 point.</i>		
Abstract Content		Included?
<i>Goal, hypothesis, or description</i>	The creative or scientific project had a goal or logical hypothesis that was stated clearly and concisely; the creative endeavor was adequately described.	
<i>Background</i>	Sufficient background information was provided so as to provide connections to broader issues or context for the work.	
<i>Methods</i>	Choice of methods address hypothesis or goal of project, may demonstrate original thinking or approach, or choice of how creative work will be presented.	
<i>Results</i>	Data has been collected which addresses the goal or hypothesis or a creative work will be presented with program notes that provide insight into the creative process.	
<i>Significance</i>	Abstract addresses significance of project.	
<i>Conclusions</i>	Reasonable conclusions from the data presented were connected to project goals or hypothesis. This may not be applicable to a creative project.	
Total:		

Abstract samples

6' Abstract

238 words

Mediterranean forests are water limited systems. While understanding that the growth and survival of these systems are strongly influenced by water-availability, the interactive effects of precipitation and other edaphic and topographic factors on forest performance and the importance of these environmental abiotic factors in light of heavy human influence, is less clear.

Our aim was to assess how abiotic factors – precipitation, elevation, bedrock, and slope aspect – affect the structure and function of Mediterranean coniferous forests. We hypothesized that the studied abiotic factors will influence forest structure and function through their effects on soil water-availability and that interactions between them will reflect variation in the importance of water availability across the studied geoclimatic range. We analyzed inventory data of 132 mature *Pinus halepensis* stands planted throughout Israel along a wide precipitation gradient. Individual tree - height (H) and stem diameter (DBH) - and stand level characteristics – stem density (D), basal area (BA), and Landsat NDVI – were analyzed. Precipitation was the strongest predictor of forest performance with a significant positive effect throughout the entire geoclimatic range. Bedrock and aspect interacted with precipitation on forest performance while elevation showed contrasting effects on stand vs. tree level parameters. We concluded that water-availability is the major factor driving forest performance throughout the studied precipitation gradient but highlighted the importance of abiotic interactions and human influence for understanding forest function in water limited environments.

4' abstract

193 words

An Ad-hoc Mobile Cloud (AMC) is a new computing model that allows sharing computing power of multiple mobile devices. For a diverse group of individuals that employ such computing model, in an ad-hoc manner, secure peer-to-peer communication becomes very important. Using private or pairwise keys to secure such communication is preferable to public-keys because of computation and energy requirements. With the advent of sensor enabled mobile devices, a protocol (SekGens) that uses sensor data to generate pairwise keys on demand has been proposed. To work successfully SekGens requires devices to be closely located and becomes infeasible for devices situated multiple hops away. SekGens is also expensive in computation and slow in key generation. In this paper, we investigate how to enable devices in an AMC to establish pairwise keys. We propose an efficient solution which tries to reduce the number of executions of SekGens in the AMC, and establishes pairwise keys between nodes multiple hops away by distributing parts of the key on multiple routing paths. Our results show a reduction of up to 75% in the number of SekGens required to establish keys in an AMC, when compared to a naive approach.

1' Abstract**73 words**

I am presenting a paper at the annual conference for the Association for the Study of African-American Life and History in Atlanta in September. My paper examines the origins of Federal policy toward contraband slaves in the Mississippi River Valley during the Civil War. Contraband issues are a major factor in my continuing research. This conference will give me the opportunity to learn more about these issues and make connections with other scholars

Appendix D: Travel Awards Application Rubric

2014-2015 Awards Committee – Travel Awards – Application Rubric	
<i>Evaluations are out of 58 possible points.</i>	
<i>Personal Statement</i>	<p>Three (3) committee members will review each Personal Statement. Each member has the ability to award a maximum of 5 points. The applicant will receive the aggregate number of points by totaling the three (3) committee members' individual scores.</p> <p>15 points maximum</p>
<i>Abstract</i>	<p>Three (3) committee members will review each abstract. Each member has the ability to award a maximum of 6 points. The applicant will receive the aggregate number of points by totaling the three (3) committee members' individual scores.</p> <p>18 points maximum</p>
<i>Reference's Evaluation</i>	<p>References will be asked to evaluate the applicant using a grid-like system, which will be scored out of 25 possible points. The dimensions to be evaluated will fall under in the realms of professionalism, merit, research, advocacy, community building, etc.</p> <p>25 points maximum</p>

Appendix E: Travel Awards Application Checklist

This document is intended for use by Travel Awards applicants as a checklist to ensure that they have all the proper materials assembled for submission. **Do not submit this form with your application.** See instructions for formatting guidelines. Remember, no late submissions will be accepted.

Application Materials – Packet 1

- Online Application Form
- Personal Statement (can NOT include any personal information, see Page 5)
- Abstract(can NOT include any personal information, see Page 5)
- Proper Formatting
- Proper File Name Format

Application Materials – Packet 2

- Résumé or Curriculum vitæ (CAN include your name and personal information)
- Screenshot of event web site outlining nature of event
- Proper Formatting
- Proper File Name Format

Appendix F: Packet 2 Sample

Sm1234

Abstract

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Personal Statement

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Appendix F: Post Business Trip Form

It is required to fill in this form and email it to the Award Committee upon return from the business trip. Your response should be received within 30 days of your return.

1. In which item(s) you have used the Travel Award?

	Yes	No		Yes	No
• Registration Fees	<input type="checkbox"/>	<input type="checkbox"/>	• Meals	<input type="checkbox"/>	<input type="checkbox"/>
• Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	• Membership	<input type="checkbox"/>	<input type="checkbox"/>
• Transportation	<input type="checkbox"/>	<input type="checkbox"/>	• Others	<input type="checkbox"/>	<input type="checkbox"/>

If others, please specify

2. How much is the total cost of your business trip?

Awardee

Full Name: _____

School: _____

Department: _____

Signature: _____