**HSO Travel Award**

**Eligibility:** Applicants are required to be a registered member of HSO. Applicants must also be at least 40% of time (2 full days/week) OR with significant involvement in HMSC community (i.e. community service, HSO officer, etc.) detailed in their application letter.

**Amount:** The amount to be awarded is up to $400, paid as a reimbursement, with appropriate receipts.

**Criteria:** The primary criteria by which applications will be evaluated are service to the HSO, travel impact, and financial need.

**Application materials:** Application letter, detailed budget, abstract (or description of event, see below). Please submit as one document.

**Apply to:** HSO President, hso@oregonstate.edu

**Closing dates:** Fall - November 15, 5pm PT. Spring – May 15, 5pm PT

**Award Rubric:**

This rubric was created to standardize how we determine which applicants are given awards. Applicants are scored on the following criteria:

1. **HSO Service (5 points):** Past service needs to be indicated on the application, adjudicators personal knowledge of the applicant is not acceptable for scoring.

   - 5 = >1 year strong service to HSO though exec position, leading a major committee (i.e. doughnuts, holiday party, endowment, HMSC liaison), or involvement throughout the year.
   - 4 = <1 year strong service to HSO though exec position, leading a major committee, or involvement throughout the year.
   - 3 = Infrequent participation in HSO service, but has been involved in a bigger service opportunities (i.e. holiday party donation, judge travel awards, organizing an event, liaison to faculty).
   - 2 = Attends most or some HSO meetings, participated in a few small service opportunities (i.e. sell t-shirts).
   - 1 = Attends some HSO meetings, no other service.
   - 0 = HSO Service not listed. No service to HSO/no meeting attendance.
2. **Travel Impact (3 points):**
   - Applicants travelling to present research: Please submit an abstract.
   - Applicants travelling to a workshop, or other event: Please submit 1-2 paragraphs describing student contribution to the funded event, and/or potential for the event to impact the student’s research or professional career.

3 = Participant helped organize conference or a workshop/session of the conference or is an invited speaker.
2 = Participant is giving an oral or poster presentation.
1 = Attending a conference/workshop, but not presenting research.
0 = No materials/abstract submitted.

3. **Financial Need (3 points + 1 bonus point):** Applicants should submit budget for their travel (i.e. transportation, lodging, conference registration, per diem), and detail other funding sources. **1 additional point awarded** if applicants are volunteering, or otherwise reducing their costs (i.e. economy lodging, carpooling, room-sharing). Please describe volunteering or cost reductions efforts in application letter.

3 = No additional funding
2 = <50% funded
1 = >50% funded, travel award will help research grants save money
0 = Budget missing from application materials

4. **Application completeness (3 points):** Applicants are given a point (3 total) for each of these items included in the application.
   a. Student’s name, contact information, degree sought, and affiliation with HMSC.
   b. Brief statement of service to HSO and HMSC/coastal community and university.
   c. Conference/meeting info: Conference/travel name, location, dates, if giving full or abbreviated talk or poster presentation. Number of conferences attended/presented, and travel awards received at during the previous 2 calendar years.

5. **Previous HSO travel award:** 0 if they have not or have received a previous HSO travel award in **last two years.** -1 for each previous travel award received. HSO presidential service/travel awards counts toward this total.