

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 through 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 through 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.