

HsO Travel/Conference Fee Award

- Purpose:** This award is given to students in residence (spending at least half time) at the Hatfield Marine Science Center, in recognition of service to the HsO, research excellence, and promise. Funding for these travel awards comes from HsO fundraising, with matching funds from the OSU Foundation.
- Amount:** The amount to be awarded is up to \$250, paid as a reimbursement, with appropriate receipts.
- Criteria:** The primary criteria by which applications will be evaluated are service to the HsO/HMSC, academic and research excellence, and financial need.
- Application:** Application letter
Unofficial transcript
Abstract (500 words or less) for the poster or paper being presented
- Apply to:** HsO President
Hatfield Marine Science Center
2030 SE Marine Science Drive
Newport, OR 97365
Email: hso@oregonstate.edu

CLOSING DATES: April 15 and November 15

Application Guidance:

Applications must be submitted as a complete single (i.e. combine your application letter, unofficial transcript and abstract into *one* file) electronic package (i.e. *.pdf or *.word document) by the deadline. ***NOTE: Instructions for applications must be followed exactly or the application may not be considered.***

Application letter should contain the following (see evaluation criteria for greater detail): Student's name, contact information, department and degree sought; description of the student's previous service to HMSC and the HsO; conference name, location, dates, and whether presenting a poster or paper; number of conferences attended and presented at during the previous calendar year; whether the student has previously received an HsO Travel Award; and a budget including other sources of travel funding. For further guidelines on how the application will be assessed (including additional eligibility information), please see evaluation criteria below. Please make sure application letter satisfies all evaluation criteria.

Award recipients may be required to present their research at an HMSC seminar in the year(s) following their award and/or judge a subsequent round of travel awards.

Recipients will also be required to provide a brief paragraph on the value of the conference experience (reception of research presentation, networking, value of other presentations at conference etc.). This assists in accounting to HMSC on the value of these awards. In addition, recipients will be called on to perform other service (lab tours, seminar hosting etc.) to the HsO or HMSC, and will be expected to assist with future fundraising efforts for the HsO travel award fund. Failure to fulfill these obligations may result in ineligibility for future HsO travel awards.

Evaluation Criteria:

Additional eligibility criteria

The application letter and supporting materials should demonstrate that the student will be attending a scientific conference. The student must be presenting his or her research in the form of a paper or a poster. The letter should detail the name of the conference, where it will be held, and the conference dates. This information demonstrates that the student has fulfilled the basic level of qualification and is eligible to compete for a HsO Travel Award. The Travel Award can also be used for conferences that have already been attended. Students must be enrolled with OSU during the term in which they apply for the travel award. Travel awards must be used within one year, or they will be forfeited.

Evaluation criteria

Applications will be evaluated by a minimum of three judges. Each student will be given a rating from 1 to 5 in each of the categories below, 1 being lowest and 5 being highest. The total number of points for each student will be summed.

(1) Service to the HsO: Funds for travel awards are raised by students who participate in the HsO. Participate means to help organize, set up, participate in, and/or clean up HsO events/activities

Score of 5 – exceptional contribution/service to HMSC/HsO (contributes more frequently than once a month, and assists with end-of-year fundraising)

4 – large contribution/service to HMSC/HsO (contributes less frequently than every month, and assists with end-of-year fundraising)

3 – above average contribution/service (contributes infrequently, and assists with end-of-year fundraising)

2 – moderate contribution (contributes very infrequently, possibly only for end-of-year fundraising)

1 – some limited service to HMSC/HsO

0 – no previous service to HMSC/HsO

(2) Academic excellence:

Students must provide unofficial transcripts of grades received. For students who are enrolled for the first quarter of their degree, unofficial academic transcripts from previous degrees must be provided. Returning students are exempt from this requirement, but must state this explicitly in their application letter.

Score of 5 – GPA of 3.75 – 4.00

4 – GPA of 3.5 – 3.74;

- 3 – GPA of 3.25 – 3.49;
- 2 – GPA of 3.00 – 3.24;
- 1 – GPA below 3.00

(3) Research excellence:

Ranges from 5 – demonstrates exceptional research aptitude to 0 – demonstrates no research aptitude. Judges will use their own discretion to evaluate this category, but they will take into account number of conferences presented at and number of publications in the previous year, as well as quality of abstract submitted.

(4) Financial need

Students must provide a budget showing the costs involved in conference attendance including registration, accommodation, and transport. Students must mention any other financial support they are receiving for conference attendance. Judges will use their own discretion to evaluate this category; from 5 – demonstrates exceptional financial need to 1 – demonstrates little financial need.

(5) Number of Travel Awards received over previous year

Because the HsO Travel Award is designed to support student opportunities, the receipt of previous Travel Awards must be considered. One point for each travel award received in the previous year will be deducted from each student's total score.

Awarding HsO Travel Awards

Judges will then rank students in order from highest to lowest score. Travel awards will be awarded based on the summed ranks from the multiple judges.

Three HsO Travel/Conference Fee Awards are funded by HsO funds in the April 15 round and three awards are funded by the OSU Foundation through the HMSC business office for the November 15 round. Further details will be supplied to successful applicants on how to access their reimbursement with their award letter. In addition, depending on the operating funds in the HsO account (>\$1,000 required), extra travel award(s) may be granted based on HsO funds in either round.

In the event of a tie, an additional HsO award will be granted if sufficient operating funds are in the HsO account (>\$1,000 after current HsO travel award commitments met). If this is not the situation, then ties will be broken in the following manner by:

- (1) Funding the student with the greatest service/commitment to HsO/HMSC. If this does not break the tie then,
- (2) The student in greatest financial need should be funded, and if this does not break the then,
- (3) The student who has received the least number of student travel awards should be funded. Finally, if none of these three extra criteria can break the tie, then the decision will be made based on a fair coin toss.