

TRAVEL AWARD APPLICATION INSTRUCTIONS

Submit all materials to past_president@awisphl.org

Submission Checklist

NOTE: the Applicant's Information, CV or Resume, abstract or summary, and statement MUST be compiled into ONE document (Word or pdf)

___ Applicant's Information

- Applicant's Name
- Department
- Institution
- Address
- Phone
- E-mail address
- Title of Research Project
- Meeting where this research will be presented
- Date of meeting
- Location of meeting
- Name of those who will provide letters of recommendation:
Research Advisor
Second faculty member

___ Applicant's CV or resume

___ The abstract to be presented or a **maximum one-page** summary of the intended presentation

___ Applicant's statement including:

1. The nature of the project (presented in scientific terms, but understandable to a reviewer who is not in that field or discipline)
2. The relevance of the work to the field and to the research programs in the laboratory
3. Future directions for the project

The following may come under separate cover to past_president@awisphl.org or be included with above materials:

___ Letter of recommendation from Applicant's Research Advisor addressing the following:

1. Why is this student being recommended for a travel award?
2. Why is it important for this student to present this work at this meeting?
3. What will attendance at this meeting mean to the student's education and professional development?
4. What was the student's contribution to the work to be presented?
5. Will there be sufficient additional funds for the student to attend the meeting if the award is granted?

___ Letter of recommendation from a second faculty member (not necessarily from the same department) addressing points 1-4 as for the advisor's letter

NOTE: APPLICATIONS NOT COMPLETE BY THE DEADLINE OR THOSE RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED – THIS INCLUDES LETTERS OF RECOMMENDATION.