

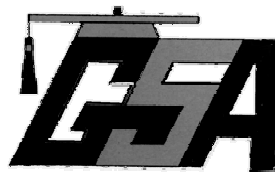
GSA Travel Grant Report

Spring 2002

By

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Introduction

The objective of the Graduate Student Association (GSA) Travel Grant Program is to help Purdue graduate students attend professional conferences and present their work both to aid graduate student professional development and to spread recognition of the quality research conducted at Purdue University.

This semester's travel grant program was amazingly successful. We not only had the largest budget ever, but we also had a record number of applicants. The total annual budget increase to \$17,200, a 32% increase from the previous academic year. We had 136 applicants for the Spring semester, representing an increase of 51% increase from the Spring 2001 competition and a 120% from the Fall 2001 competition. We awarded 50 Travel Grants, an award rate of 37%. This was more than twice the number of Travel Grants awarded in the Fall 2001 competition (23) and slightly more than awarded during the Spring 2001 competition (43). However, we also increased the amount of each grant from \$200 to \$250, so the funds granted this semester increased 45% from this time last year.

We had applications from nine of the ten academic schools (all but the School of Management). The majority of applications came from Engineering (25%), Liberal Arts (24%), Science (19%), and Agriculture (15%). The majority of applications during the Spring 2001 competition also came from these four schools, while the majority of applications in the Fall 2001 competition came from Liberal Arts (24%), CFS (21%), and Agriculture (18%). We also had increased applications from some of the schools that had not traditionally participated in this program, such as the School of Pharmacy and the School of Technology. However, there is a need to target some schools, such as the School of Management and the School of Veterinary Medicine, to make sure their graduate students are aware of this program.

We were also fortunate to expand the program to the Purdue Regional campuses. We received three applications from regional Campus graduate students, two from Fort Wayne and one from IUPUI. All three applications were high quality, rated in the top one-third of all applications. And all three were awarded Travel Grants.

The overwhelming success of the program this semester necessitates a change in the reviewing process to increase overall objectivity and reduce the workload for reviewers. At the end of this report, I offer the suggestions from this semester's review committee as well as my own suggestions for improving the situation.

Budget

The Annual Budget for the Travel Grant Program was only \$5000 for the 1999-2000 academic year. Funds came exclusively from the Graduate School. For the 2000-2001 academic year, with the addition of \$5,600 from nine of the ten academic schools and a funding increase from the Graduate School, the budget increased to \$13,000. This academic year, Travel Grant Budget reached a new record high of \$17,200. All ten of the academic schools donated funds ranging from \$500 to \$1,000 (Table 1) and the Dean of the Graduate School promised a 1:1 match of donations from the schools in addition to the \$5000 baseline donation. Twenty-three awards of \$200 each were allocated during the Fall 2001 competition, ultimately leaving \$12,600 for the Spring 2002 competition (Table 2).

This academic year, the level of funding was uncertain until just before the Spring application deadline because of delayed funding from three of the Schools. In addition, there was confusion due to negative roll-over from the Spring 2001 competition. At the beginning of the academic year, a separate account designation was established for the Travel Grant Program. The purpose was to ensure that unused funds (for example, if an award winner could not ultimately attend the conference for which he or she applied or if he or she had receipts totaling less than \$200) would remain in the Travel Grant budget to be used

during the following semester or following academic year. Previously there was no way to track this unused money. However due to miscommunication with the Graduate School business office and because awards granted during the Spring 2001 semester were for travel occurring as late as August 31, 2001, reimbursements were taken out of the new Travel Grant designated account even though the money allocated for those grants was not also rolled into this account. This error was cleared up shortly before the Spring application deadline and should not be a problem in coming years because all Travel Grant money will remain in the Travel Grant designated account.

We advertised an award increase from \$200 to \$250 for the Spring Semester Competition. We believed this increase was warranted because budgets submitted tended to be near \$1000. We felt an increased amount would give some Purdue graduate students a more realistic chance of attending and presenting at professional meetings they otherwise may not have been able to afford. However, we kept the increase low because (1) we feel that it is still important to help as many Purdue graduate students as possible and (2) although extra funds would clearly be available because money came in from a number of the schools just after the Fall 2001 competition, the full budget amount remained unclear at the time of advertising.

Table 1. 2001-2002 Funding from Academic Schools

School	Donation	Graduate School Match
Agriculture	\$500	\$500
Consumer & Family Sciences	\$500	\$500
Education	\$500	\$500
Engineering	\$500	\$500
Liberal Arts	\$800	\$800
Management	\$800	\$800
Pharmacy	\$1,000	\$1,000
Science	\$750	\$750
Technology	\$500	\$0 *
Veterinary Medicine	\$500	\$500
Total	\$6,350	\$5,850 *

*The donation from the School of Technology was received shortly after the Spring 2002 application deadline. Therefore, I did not assume a Graduate School Match in the Spring 2002 budget.

Table 2. Spring 2002 Budget

Graduate School Baseline Donation:	\$5,000
Academic Schools Donation:	\$6,350
Graduate School Match:	\$5,850
Fall 2001 Travel Grants (23 grants @ \$200):	- \$4,600
Total	\$12,600

Application Process

The Travel Grant competition is open to all Purdue graduate students who are the first author of a paper or poster at a professional meeting. Students are limited to one travel grant per academic year. Applications are downloadable at the GSA website (<http://expert.cc.purdue.edu/~gsa/>). The competition was advertised via the graduate school mass email system (nathanb@purdue.edu), emails sent to the graduate secretaries in individual departments, and announced by GSA officers at departmental graduate student orientations at the beginning of the fall semester. Color fliers were also posted by the Graduate School in Young Graduate House. In addition, I sent several copies of fliers announcing the competition to each member of the Review and Organizational Committees and the GSA Executive Board and requested they be posted in areas frequented by graduate students in their program. This may have been one reason for the extraordinary number of applications received this semester.

For the first time, we opened the Travel Grant Competition to the regional campuses. Without established channels and contacts there was less notification time to regional campus graduate students than to West Lafayette campus graduate students. This was aggravated by weeks of phone-tag with some of the suggested contacts. Fliers (as attachments) and an email similar to the nathanb email sent to all West Lafayette campus grad students were sent to the regional campus contacts for them to distribute to the graduate students of their campus.

The application and award process is divided into two competitions. One in the fall and one in the spring. The Spring 2002 Travel Grant Competition was open to graduate students travelling to conferences between March 1, 2002 and August 31, 2002. Applications were due March 1, 2002.

Applicants are required to complete a brief application form (Appendix 1), submit a resume or C.V., the abstract for their presentation, a personal statement explaining how their research is important to their field and how attendance at this conference is important to their professional growth, and a letter indicating the acceptance of their abstract. Because of the range of travel dates, some students may not have received letters of acceptance to their conference by the application deadline. In these cases, we simply ask that the student indicate when decisions will be made for their conference and forward the letter of acceptance to us when it is available.

There was little change in the application process from the Fall 2001 competition. Minor modifications were made to the application form to correct for problems apparent during the Fall 2001 competition.

- We gave title options (i.e., Mr. / Mrs. / Ms. / Miss / Dr.) to avoid any etiquette or gender errors in correspondence.
- Student ID numbers had not been used during the Fall semester and was eliminated
- We tried to make the request for Campus Address more specific by labeling it "Campus Mail Address" because we frequently had vague or insufficient addresses. We gave blanks for "Department" and "Building." However, this too was apparently not fool-proof because some people received mail at a department other than their academic department
- Instead of leaving a blank for "School," I listed each option to be circled. In the Fall, several students gave the Department name for the school name (even though the previous question asked for their department) or left this entirely blank. This was problematic because donations now also come from the schools making school affiliation more important, as we inform the schools of how many of their students applied and how many received a travel grant.
- "No. of semesters completed" was replaced with "Date current degree was initiated" because it was unclear whether applicants were including Summer as a semester or not.
- "Name of major advisor" had not been used and, therefore, was eliminated.

- I eliminated a question regarding the type of paper with the options: Invited, Awarded Top Paper, Refereed, or None of the above. This seemed to be frequently misinterpreted (i.e., a "Call for Papers" and an acceptance of the abstract was often thought to be "Invited").
- I added blanks for email address and for home and office phone numbers. During the fall semester, if an applicant had to be contacted to clarify their application, such as what the correct campus mail address was, it was a complicated process to look up all individuals. This gave us a quick and easy way to get in touch with applicants for any reason. It also generated a list of email addresses that could be used to contact graduate students and help advertise GSA events.
- I also added a question regarding whether the applicant had received a letter of acceptance and if not when a letter could be expected, in hopes of avoiding difficulties for graduate students attending conferences with late acceptance dates.
- I moved the brief directions at the bottom of the page on the old application to a new page, exclusively devoted to directions for completing the application. I added detail about eligibility and qualitative information about how the applications would be evaluated. I also clearly specified that the reviewers would be graduate students from across disciplines at Purdue and, therefore, applications should be written so that a typical graduate student could understand (and evaluate) them. In addition, I specified that organization, writing style, grammar, and neatness would be taken into account in hopes of improving the quality of the applications.
- I requested that a self-addressed envelope be included with the application. These were used to send applicants the results of their application. This saved time for the Organizational Committee and avoided any questions as to whether the campus address given was accurate. We requested that the envelopes have appropriate postage if they were to be sent via U.S. Postal Service mail. Campus mail was also acceptable. This also saved the cost of envelopes.

Review Process

As with the application process, the review process also remained largely unchanged from last semester.

Applications are scored by a panel of graduate student reviewers with one reviewer from each academic school. Reviewers may serve no more than one year. Although all but one reviewer from last semester (Aarti Sriram of Science) were eligible to serve as reviewers this semester, only two chose to serve again: Carrie Lapaire of Agriculture and Nicole Converse of Liberal Arts. This semester we were fortunate to find a reviewer from each of the ten academic schools (Table 3). However, one reviewer (Peishan Liu of Veterinary Medicine) became ill during the review weeks and was unable to review the applications. Another reviewer was only able to complete review of two-thirds of the applications. The scores from this reviewer were averaged-in where possible.

Reviewers were asked to rate applications based on the following criteria: organization and clarity (5 points); merit, including importance of research to applicant's field and department (10 points) and prior record (5 points); professional development, including the importance of the conference to the applicant's career (10 points) and their potential for future research (5 points); and special circumstances as related in the applicant's personal statement (5 points). Reviewers also had an additional 10 points to use at their discretion for reasons not covered above. (See Appendix 4.) This was the same rating system as was used last semester and last year.

Due to the large number of applications, I examined each application for reasons to disqualify them to minimize the reviewers' work. I disqualified only seven applications. Reasons for disqualification included not being the primary author (and without equal authorship); not following submission directions, for example not submitting 2 copies of the application (minor point deductions

were taken for smaller submission infractions such as not hole-punching, not stapling the application, or leaving vital questions unanswered); and having a clearly substandard application (e.g., abstract, resume, and personal statement, each only a few sentences in length). I automatically awarded grants to the only two applicants from Veterinary Medicine in order to ensure that the donation from the School of Veterinary Medicine was returned; therefore, these applications were also not reviewed but were evaluated by myself to make sure they were suitable.

Table 3. Spring 2002 Travel Grant Reviewers

School	Reviewer	Department
Agriculture	Carrie Lapaire	Botany & Plant Pathology
Consumer & Family Sciences	Tanuja Sheth	Consumer Sciences and Retailing
Education	Jackie Lloyd	Higher Education Administration
Engineering	Amrita Rameshlal Wadha	Mechanical Engineering
Liberal Arts	Nicole Converse	English
Management	Jeevan Jaisingh	Management
Pharmacy	Vishal Nashine	Medical Chemistry and Molecular Pharmacology
Science	Mark Dewall	Biology
Technology	Fareed Audi	Information Technology
Veterinary Medicine	Peishan Liu	Basic Medical Sciences

In order to avoid biasing the overall rankings towards those applications that were preferred by reviewers who tended to give high scores, we calculated standardized scores for each reviewer before combining scores. This meant that each reviewer only needed to maintain consistent scoring with themselves and did not have to be concerned with the standards and scales that other reviewers were using. For each reviewer, I calculated a mean and standard deviation of scores given to all applications. I then calculated the z-score (score minus mean score, divided by standard deviation) for each application and each reviewer. For each application, I calculated the average z-score across reviewers. I then ordered applications from the highest to lowest average z-score.

Forty-eight grants remained to be awarded. I automatically awarded grants to the top one-third (16) applicants. The three applications from the regional campuses (two from Fort Wayne and one from IUPUI) all fell into the top 48 applications. Because this was the first semester that the Travel Grant Competition was open to regional campus graduate students and because one of the potentially most effective ways of encouraging continued participation from the regional campuses is via positive word-of-mouth, these three applicants were also automatically awarded grants.

The remaining applications were awarded in a meeting of reviewers, by majority vote, taking into consideration merit as well as factors such as number of previous presentations, time until graduation, distribution of awards among schools, and the expense of travel (i.e., if the conference was held outside of the United States). Applicants with few or no previous presentations and those within a year of graduation received preference at the final reviewer meeting when deciding among the top-scoring applicants. Many but not all the reviewers attended the final meeting, in contrast to the Fall semester final meeting where only three reviewers were in attendance. Mark Dewall (Science), Amrita Rameshlal Wadha (Engineering), Jackie Lloyd (Education), Carrie Lapaire (Agriculture), Jeevan Jaisingh (Management), and Nicole Converse (Liberal Arts) attended the final meeting. Tanuja Sheth (CFS) was

unable to attend, but emailed her thoughts on various applications she felt strongly about, as requested by the Chair.

Distribution of Applicants and Awards

Three-fourths of applicants were Doctoral students but only two-thirds of awards went to Doctoral students; the remainder were Masters students. The distribution of applicants attending international, national, or regional conferences closely mirrored the distribution of those receiving grants. The majority of applicants (58%) and grantees (63%) were attending international conferences. Roughly one-third of applicants (36%) and grantees (30%) were attending national conferences, and the remainder are attending regional conferences. There seemed to be little effect of the format of presentation (Poster or Oral) on the probability of being awarded a travel grant; 68% of applicants and 70% of grantees were giving oral presentations.

There was a clear preference for applicants that had few presentations. Grantees averaged 1.1 previous presentations, while those not awarded grants averaged 3.0 presentations. Conversely, there appeared to be no preference by grade point average. The average GPA of grantees was 3.80 and the average GPA of the remainder was 3.78.

We had applications from all ten academic schools except the School of Management (Table 4). The majority of applications came from Engineering (25%), Liberal Arts (24%), Science (19%), and Agriculture (15%) (Table 4, Figure 1). In the few years of the Travel Grant Program, we have only ever had one applicant from the School of Technology, this semester we were fortunate to have four Technology applicants. The number of applicants from the School of Pharmacy also increased from only two applicants last semester and only three last Spring to eight applicants this semester. However, we need to target the School of Management (0 applicants) and the School of Veterinary Medicine (2 applicants) to ensure there is sufficient awareness of the Travel Grant Program among graduate students in those schools.

Table 4. Distribution of Applications and Awards Among Schools

School	#Applicants	Awarded		%Applicants	%Awards
Agriculture	20	7	\$1,750	15%	14%
Consumer & Family Sciences	3	2	\$500	2%	4%
Education	7	1	\$250	5%	2%
Engineering	34	14	\$3,500	25%	28%
Liberal Arts	32	10	\$2,500	24%	20%
Management	0				
Pharmacy	8	3	\$750	6%	6%
Science	26	9	\$2,250	19%	18%
Technology	4	2	\$500	3%	4%
Veterinary Medicine	2	2	\$500	1%	4%
Total	136	50	\$12,500	100%	100%

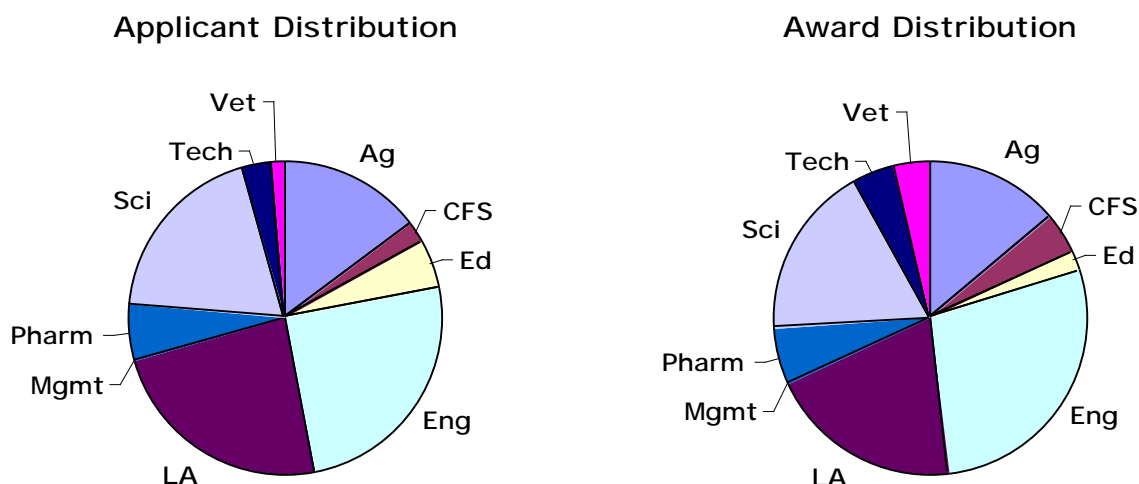


Figure 1. Distribution of Applications and Awards Among Schools

Travel Grant Award Winners

School of Agriculture

- **Michael Francis Thomas**, Agricultural and Biological Engineering, "Modified Water Powered Greens King VI Mower" IFPE 2002 Technical Conference, Las Vegas, Nevada
- **Monica Fisher**, Agricultural Economics, "Activity Choice, Labor Allocation and Forest Use in Malawi" 2nd World Congress of the Association of Environmental and Resource Economists, Monterrey, California
- **Carlos Ludena**, Agricultural Economics, "Development of a Stochastic Model to Evaluate Plant Growers' Enterprise Budgets" 2002 AAEE-WAEA Annual Meeting: Moving with the Speed of Change, Long Beach, California
- **Daniel Settlege**, Agricultural Economics, "Robustness of non-parametric measurement efficiency and risk aversion" 2002 Annual American Agricultural Economics Association Meeting, Long Beach, California
- **Philip Harmon**, Botany and Plant Pathology, "Influence of primary inoculum on epidemics of gray leaf spot on perennial ryegrass" APS Annual Meetings, Milwaukee, Wisconsin
- **Ian Thompson**, Botany and Plant Pathology, "Manganese biomineralization by a soil-borne pathogen of wheat, *Gaeumannomyces graminis* var. *tritici*", 2002 Bouyoucos Conference, Athens, Greece
- **Linna Wang**, Food Science, "Soybean oil body stability and oleosin solubility" The 2002 Institute of Food Technologists (IFT) Annual Meeting, Anaheim, California

School of Consumer and Family Sciences

- **Liyong Wang**, Foods and Nutrition, "Regulation of calbindin D9K gene expression by intestinal cell differentiation" Digestive Disease Week 2002, American Gastroenterological Association, San Francisco, California

- **Siu-lan So**, Hospitality and Tourism, "Virtually there? An evaluation of the websites of Asian National Tourism Organizations" Tourism in Asia: Development, Marketing and Sustainability the Fifth Biennial Conference, Hong Kong

School of Education

- **Kazuaki Nakazawa**, Curriculum and Instruction, "A study of the typing process in Japanese by non-native speakers" The Central Association of Teachers of Japanese, Madison, Wisconsin

School of Engineering

- **Elizabeth Massa**, Biomedical Engineering, "Cytocompatibility properties of hydroxyapatite doped with ions similar in size to calcium" Society for Biomaterials 28th Annual Meeting, Tampa, Florida
- **Anil Thapa**, Biomedical Engineering, "Nano-dimensional polymers enhance adhesion and proliferation of OBSMC" Society for Biomaterials 28th Annual Meeting, Tampa, Florida
- **Rachel Price**, Biomedical Engineering, "Mechanisms of enhanced osteoblast adhesion on carbon nanofiber substrates" Society for Biomaterials 2002 Annual Meeting, Tampa, Florida
- **Julie Martin**, Biomedical Engineering, "Functional changes in kidney cells in response to sustained hydrostatic pressure" 4th World Congress of Biomechanics, Calgary, Canada
- **Jennifer McCann**, Biomedical Engineering, "Soluble proteins released by endothelial cells in response to fluid flow affect smooth muscle cells, 4th World Congress of Biomechanics, Calgary, Canada
- **Sea Chen**, Biomedical Engineering (IUPUI), "Supertemporal resolution of functional MRI timecourse data" IEEE International Symposium on Biomedical Imaging, Washington, D.C.
- **Laurent Pilon**, Mechanical Engineering, "Radiation characteristics of semitransparent media containing bubbles" 12th International Heat Transfer Conference, Grenoble, France
- **Weilin Qu**, Mechanical Engineering, "Thermal design methodology for high-heat-flux single-phase and two-phase micro-channel heat sinks" ITherm 2002: Eighth Intersociety Conference on Thermal and Thermochemical Phenomena in Electric Systems, San Diego, California
- **Daniel Castro-Lacouture**, Civil Engineering, "E-business solution for the integration of the supply chain of steel reinforcing bars in construction projects" Construction in the 21st Century, Miami, Florida
- **Sravanthi Konduri**, Civil Engineering, "Statistical models for prediction of freeway incidents" 7th International Conference on Applications of Advanced Technology in Transportation AATT-2002, Boston, Massachusetts
- **Jung Min Park**, Electrical and Computer Engineering, "Efficient multicast packet authentication using signature amortization" 2002 IEEE Symposium on Security and Privacy, Oakland, California
- **Brandon Hombs**, Electrical and Computer Engineering, "Robust communication for air traffic control" NASA Conference on Integrated Communication, Navigation, and Surveillance Technologies, Vienna, Virginia
- **Daniel Prater**, Aeronautical and Astronautical Engineering, "Hydrogen peroxide reduction cathode utilizing enzyme electrocatalysis" 6th European Space Power Conference, Porto, Portugal
- **Rania Hassan**, Aeronautical and Astronautical Engineering, "Multi-objective optimization of conceptual design of communication satellites with a two-branch tournament genetic algorithm" and "Conceptual satellite design with uncertain reliability values via genetic algorithm using population-based sampling" AIAA / ASME / ASCE / AHS / ASC 43rd Structures, Structural Dynamics, and Materials Conference, 4th Non-Deterministic Approaches Forum, and 3rd Gossamer Spacecraft Forum, Denver, Colorado

School of Liberal Arts

- **Karen Mooney**, Psychological Science, "Adolescents' conceptions of romantic relationships and cross-sex friendships" Society for Research on Adolescence, New Orleans, Louisiana
- **Manjusha Gupte**, Political Science, "Equity and sustainability in community conservation programs: lessons from India" Western Political Science Conference, Long Beach, California
- **Hyung Lae Park**, Political Science, "Partisanship, political interest and voting behavior; influenced by information technology for young generation" American Political Science Association Annual Meeting, Boston, Massachusetts
- **Eliot Dickinson**, Political Science, "Emma Goldman's free access to the Earth: a feminist anarchist approach to immigration" American Political Science Association, Boston, Massachusetts
- **David Houston Wood**, English, " 'All passion spent': Milton's Samson and the melancholic trajectory" 7th International Milton Symposium, Beaufort, South Carolina
- **Susana Beatriz Gonzalez**, English, "Writing in English(es): where ESL and EIL meet" American Association of Applied Linguistics Annual Conference: (Re)Interpreting Applied Linguistics, Salt Lake City, UT
- **Heidi Herron-Johnson**, Foreign Languages and Literatures, "Finding a voice: identity formation in Cervantes' *La gitanilla*" Carolina Conference on Romantic Literatures, Chapel Hill, North Carolina
- **Shirley Simpson**, Communication, "September 11: reassurance rhetoric and Burke's Cluster Analysis" 2002 5th Triennial Conference on the Kenneth Burke Society, New Orleans, Louisiana
- **Susan Brockus**, Communication, "Gannett and its newsrooms: use of distance to forge a strategic organizational divide" Central States Communication Association, Milwaukee, Wisconsin
- **Yurong Wang**, Visual and Performing Arts, "Lyric chair design and manufacturing or seashell chair design and manufacturing" International Woodworking Fair, Norcross, Georgia

School of Pharmacy

- **Jayashri Sankaranarayanan**, Pharmacy Practice, "Application of the cost of obesity model for cost benefit analysis (CBA) of sibutramine and orlistat: a third party payer's perspective" and "Item reduction of a new pharmaceutical therapy related quality of life (PTRQoL) Instrument: factor analysis method or clinical impact method?" International Society for Pharmacoeconomics and Outcomes Research 7th Annual International Meeting, Arlington, Virginia
- **Menaka Bhor**, Pharmacy Practice, "Stochastic meta-analysis of mortality and cost savings associated with revascularization outcomes among patients treated with CABG vs. PTCA with stent" American Pharmaceutical Association, Philadelphia, Pennsylvania
- **Yogesh Punekar**, Pharmacy Practice, "Stochastic meta-analysis of mortality and cost savings associated with revascularization outcomes among patients treated with stent antiplatelet drug or both in addition to PTCA" American Pharmaceutical Association, Philadelphia, Pennsylvania

School of Science

- **Xubin Zheng**, Chemistry, "Thermochemical determinations by the kinetic method with direct entropy correction on a tandem quadrupole mass spectrometry" Pittcon Conference, New Orleans, Louisiana
- **MaryKay Orgill**, Chemistry (Chemistry Education), "Biochemistry is like a circle: analogies in biochemistry" Biennial Conference on Chemical Education, Bellingham, Washington
- **Scott Bradley**, Chemistry, "MQDOSY and relaxation of CTPB in worm-like micelles" Experimental Nuclear Magnetic Resonance Conference, Pacific Grove, California

- **Deborah Herrington**, Chemistry, "What defined effective chemistry laboratory instruction? A student and teaching assistant perspective" National Association for Research in Science Teaching, New Orleans, Louisiana
- **Leming Qu**, Statistics, "Regularized wavelet estimation in partially linear models" Interface 2002, Montreal, Canada
- **Ping Ma**, Statistics, "Nonparametric mixed effects models" Joint Statistical Meetings, New York, New York
- **Dachuang Cao**, Statistics, "Quantitative trait locus analysis in polyploids" 2002 Eastern North American Region/ International Biometric Society, Washington, D.C.
- **Michelle Standora**, Biology (Fort Wayne Campus), "Landscape level GIS modeling of eastern massasauga rattlesnake (*Sistrurus catenatus catenatus*) habitat in Michigan" 2002 Joint Meeting of Ichthyologists and Herpetologists, Kansas City, Missouri
- **Scott Gibson**, Biology (Fort Wayne Campus), "Spatial utilization and movements in the timber rattlesnake (*Crotalus horridus*) in Indiana" 2002 Joint Meeting of Ichthyologists and Herpetologists, Kansas City, Missouri

School of Technology

- **Michael Mancuso**, Industrial Technology, "Forecasting for a distributor" Production and Operations Management Society, San Francisco, California
- **Kimberly Smith-Doerflein**, Organizational Leadership and Supervision, "A theoretical model of the impact of human resource management on supply chain management success" 11th International Annual IPSERA Conference, Enschede, Netherlands

School of Veterinary Medicine

- **Rebecca Lynn Pratt**, Basic Medical Sciences, "Stimulation of the oncoprotein, EphA2, Activates the ERK signaling pathway: linking the biochemical and biological consequences of ligand binding" American Association for Cancer Research, San Francisco, California
- **Mohammed Khalil**, Basic Medical Science, "Comparison of different imagery strategies as learning tools of anatomy" Experimental Biology 2002, New Orleans, Louisiana

Recommendations

For future Travel Grant Competitions, I recommend that the dollar amount of the award as well as the number of awards to be given remain vague. The number of applications for each competition cannot be known until a very late date. The size of the budget may also be unknown well into the review period or even the second semester. I would like to see the dollar amount of Travel Grants increase to be able to more substantially assist Purdue's finest graduate students. However, if too high of a dollar amount is set initially and either the budget is less than anticipated or the number of applicants is substantially more than anticipated then too few students would be served.

Over the past few semesters, the number travel grants awarded ranged between 30 and 40% of the applicants. I believe this is a good target range. It encourages quality work by keeping the process competitive yet there will be sufficient positive feedback to perpetuate applicants. I believe the dollar amount would best be set from available funds and dividing that among the top one-third applicants.

Additionally, I recommend having a two-tiered system for the dollar amounts of the awards, where the few applicants that ranked the highest receive a large grant and the remaining applicants in the

top one-third receive a smaller amount. This system represents a compromise between our conflicting objectives of providing a small amount of assistance to many versus providing substantial assistance to only a few. An example of an objective but non-fixed system would be to award grants to the top 30% of applicants. The top 10% of those (i.e., the top 3% of all applicants) would be given twice the amount. The specific dollar amounts would then be set by the number of applicants and the available budget for the semester.

The Travel Grant Program takes a considerable amount of time to administrate and the applications take a significant amount of time to review. There is also a direct disincentive for graduate students to be involved with the travel grant program because they are then ineligible themselves. I propose a method of compensation and incentive. After a full-term, the Travel Grant Committee Chair should be automatically awarded a travel grant in the standard amount. Reviewers and Organizational Committee members who serve 2 consecutive semesters and who the Chair has determined contributed substantial effort to the program would be eligible for a drawing to receive a travel grant. There would have to be one drawing per semester as there tends to be partial roll-over of the Travel Grant Committee between and within years.

Recommendations for advertising

We had a substantial increase in the number of applications submitted this semester over previous years, and I hope to see the program continue to grow. In past years, the GSA has taken out advertisements in the Exponent to announce the Travel Grant Program. I did not use this advertising source this year, but it should be considered in the future. I have included this cost in the budget recommendations below. Using reviewers and organizational committee members to distribute fliers was apparently quite effective, but was probably biased towards students within Travel Grant Committee members departments and buildings. In the coming years, I recommend also mailing hardcopies of fliers (in addition to sending text email announcements and electronic attachments) to the Heads and Graduate Secretaries of all Departments, GSA Executive Board Members and delegates, and distributing them at open GSA meetings. In particular, it will be important to target those schools from which few or no applications were received (Management, Veterinary Medicine).

Recommendations for GSA Budget (Travel Grant Items)

Several budget items for the Travel Grant Program need to be included in the GSA budget proposal for the 2002-2003 academic year. In the past year, these have largely been either covered by the Chair personally, were taken from GSA funds, but not itemized in the budget, and for overhead items such as paper, photocopies, and envelopes, through the Chair's academic department and the Graduate School. I recommend the items enumerated below be included in the next GSA budget. The total amount of this request is \$362.50.

1. Three-ring binders to hold application forms securely and in order while under review. Three 3-inch binders at approximately \$5 each = \$15
2. Copies for fliers and notification of results to applicants. Estimates based on University Printing Services quoted prices 494-2006. (\$59.50)
 - a. Notification letters (\$13.00)
 - i. 1 black and white copy per applicant to notify of the outcome of their application. Estimate 250 applicants @ \$0.04/copy = \$10.00
 - ii. 1 black and white copy per grantee (reimbursement form#1&2). Estimate 75 grantees @ \$0.04/copy = \$3.00
 - b. Advertisement fliers (\$46.50)
 - i. 50 color copies @ \$0.77/copy = \$38.50
 - ii. 200 black and white copies @ \$0.04/copy = \$8.00
3. Advertisements in the Exponent. 2- (2" by 3") ads per semester @ \$42 = \$168.00
4. Pizza for working group meetings. These meetings can range from one to four or more hours and are typically held in the evening around dinner time. One Organizational Committee meeting/semester and one Review Committee meeting/semester (I am also recommending this meeting be eliminated) is 4 meetings per year at approximately \$30 per meeting = \$120.00

Recommendations for Changes to the Application and Application Review

Due to the record number of applications this semester (136), more than twice the number submitted last semester (62), it became clear that the review process had to be modified to reduce the total time commitment required of reviewers. Immediately after the final meeting, the reviewers offered a number of suggestions for modifications to both the application and how applications were judged. I give the suggestions offered by the reviewers on both these aspects of the grant awarding process. I also offer my own suggestions for modifying the review and application processes separately.

Reviewer Recommendations for application

- Set an order to the application (e.g., applications should be submitted in the following order: application form, abstract, personal statement, C.V., budget) so that information is easier for reviewers to find.
- Give a word or page limit for the Personal Statement. A one-page limit was suggested.
- Give guidelines or a page limit for the C.V. Order of information was highly variable as was some of the content. For example, in listing presentations or publications, pertinent information (e.g., authors) was omitted, making evaluation problematic.
- Make publications and presentations into a table or give a sample format to ensure that pertinent information is included (e.g., whether format was poster or oral).

- Budgets provided were highly variable in content and specificity as well as for costs of certain items. The reviewers recommended applicants be provided a format and monetary guidelines such as the cost per mile for ground transportation and per diem rates. The University has set rates and graduate students should be able to obtain these from their departmental business offices.
- Remove the requirement for an abstract or make it optional because abstracts were usually too technical for a reviewer to understand or evaluate. Some reviewers admitted they rarely even read the abstracts, partially because information in the abstracts tended to be redundant with the information in the personal statements.

Reviewers Recommendations for Review/Rating Method

- Use service as an evaluation criteria. This program gives from their community (GSA, Purdue, the Academic Schools) to them, it is valid to give preference to those who have given to their community. This information should be explicitly requested in the application form. Give Service 5 points in the evaluation criteria
- At the final meeting I provided a spreadsheet that listed several auxiliary details about each applicant, including presentation format (Poster or Oral), degree (M.S. or Ph.D.), G.P.A., number of conferences presented at previously, dates their current degree was initiated, expected date of graduation, and type of conference (Regional, National, International). The reviewers requested this information be provided to them during the review process.
- It is redundant for all reviewers to independently rate some of the more objective criteria, such as that contributing to "Prior Record" (e.g., previous presentations, publications, G.P.A).
- Merge the "Prior Record" criteria into the "Importance to Career" criteria. Furthermore, because it is redundant for ten reviewers to independently evaluate the same rather objective criteria.
- Remove the "Potential" criteria (5 points), because that is difficult to evaluate.
- Make the "Overall Personal Statement" criteria worth up to 10 points (currently is only 5 points).
- Reviewers also complained about the inconvenience of making an appointment to review the applications.
- Have each application read by a subset of the reviewers. This way, each reviewer will only read a subset of the applications.

Committee Chair Response to Reviewer Recommendations

Clearly there is a need to reduce the workload for reviewers with application submissions well over one-hundred. Some reviewers spent enormous amounts of time over the 2-week review period reading and evaluating applications. This experience will, understandably, reduce the number of reviewers willing to serve a second semester and with only 62 applications last semester, only two of the eight reviewers were willing to serve a second semester. The excessive time commitment will also make it far more difficult to recruit reviewers, particularly from schools where even one reviewer was difficult to come by: Pharmacy & Technology and to a lesser extent Veterinary Medicine and Management. Other reviewers reported spending approximately 20 hours or less to review all applications. This is roughly the amount of time reviewers reported spending when there were only 60 to 90 applications. I am concerned that many of the applications received only a cursory review. Some reviewers also admitted to not reading the abstract of many applications. Because the grants are for students to present a particular presentation, I believe the abstract is one of the primary considerations to base this award process on.

However, I cannot recommend having each application read by only a subset of reviewers as a solution. The score given to a particular application varied greatly among reviewers. Reviewers scores were poorly (and occasionally negatively) correlated (see Table 5). If applications were to be reviewed by a subset of reviewers, the relative ranking of that application (and ultimately whether the applicant received a grant) would be highly dependent upon which set of reviewers scored that application.

Table 5a. Correlation of Scores Among Reviewers 2000-2001

Fall and Spring Semester correlations are given in the upper and lower triangles, respectively.

1.00	0.38	0.14	0.48	0.29	0.20	0.42	0.47	0.46
0.30	1.00	0.43	0.48	0.36	0.34	0.29	0.38	0.40
0.11	0.25	1.00	0.48	0.41	0.30	0.20	0.30	0.37
0.33	0.40	0.27	1.00	0.31	0.41	0.38	0.36	0.68
0.12	0.17	-0.07	0.22	1.00	0.38	0.31	0.10	0.29
0.05	0.27	0.12	0.32	0.39	1.00	0.22	0.08	0.26
0.27	0.42	0.29	0.44	0.13	0.32	1.00	0.22	0.53
0.25	0.32	0.29	0.52	0.11	0.31	0.36	1.00	0.30
0.38	0.30	0.23	0.50	0.27	0.31	0.54	0.42	1.00

Table 5b. Correlation of Scores Among Reviewers 2001-2002

Fall and Spring Semester correlations are given in the upper and lower triangles, respectively.

	Sci	Ag	Eng	CFS	LA	Vet	Mgmt	Ed	FALL
LA	1.00	0.19	0.28	0.29	0.30	0.16	0.25	0.18	Sci
Mgmt	0.13	1.00	0.39	0.36	0.43	0.26	0.46	0.17	Ag
Tech	-0.03	-0.01	1.00	0.39	0.32	0.12	0.50	0.37	Eng
Sci	0.49	0.13	-0.01	1.00	0.18	0.36	0.24	0.07	CFS
Ed	0.25	0.39	0.14	0.19	1.00	0.29	0.39	0.05	LA
Eng	0.08	0.20	-0.19	0.00	0.19	1.00	0.04	-0.03	Vet
Pharm	0.30	0.21	-0.13	0.42	0.12	0.22	1.00	0.42	Mgmt
CFS	0.08	0.16	-0.01	0.23	0.19	-0.05	0.29	1.00	Ed
Ag	0.36	0.23	-0.11	0.38	0.34	0.32	0.28	0.15	1.00
SPRING	LA	Mgmt	Tech	Sci	Ed	Eng	Pharm	CFS	Ag

In addition, there was some indication that reviewers tended to give some preference to applicants from their own academic school (see Tables 6 and 7). I calculated the mean raw score (50 points maximum) as well as the standard deviation of scores for all applications from each reviewer. I then calculated the mean score of applications from the reviewer's school for each reviewer. Of the nine reviewers, seven gave higher mean scores to applicants within their own school than to applicants overall. The difference was as great as 1.8 points or 0.5 standard deviations (Table 6). One reviewer did rate applicants from her own school lower on average than applicants overall. There is clearly no "statistically significant" bias in preference to one's own school, and what bias there is appears to be small. However, applications should be rated on equivalent scales and I believe this is another reason why allowing an application to be reviewed by only a subset of reviewers is problematic. I believe this also speaks to the importance of having representation from each of the Schools on the Review Committee.

Furthermore, the reviewers tended to score applications from their own schools higher on average than other reviewers. For all eight schools with both a reviewer and applicants, the reviewer's standardized mean score for his or her own school was higher than the overall standardized mean score for that school (Table 7.) and ranged from 0.05 to 0.62 points higher. In three of the eight cases, the reviewer rated applicants from their own school, on average, higher than any other reviewer rated applications from that school. This is need not represent an intentional bias and is more likely a side-effect of reviewers understanding and valuing applications and research more closely related to their own field. Influences such as rating applications from other disciplines lower because the abstract or publication citations are not structured in a form the reviewer is used to (due to differences inherent in the standards of different disciplines) may also be a factor.

Table 6. Reviewer Bias in Scoring Same School Applications (Spring 2002)

Raw Score Mean (All Applications)	30.9	35.9	35.2	33.9	39.1	36.2	35.6	34.8
Raw Score Mean in Reviewer's School	32.4	37.7	35.4	33.1	41.7	37.5	37.7	34.8
Raw Score St. Dev. (All Applications)	7.4	9.5	4.1	2.4	5.0	3.0	6.5	4.0
No. Applications in Reviewer's School	31	3	26	7	30	2	3	20
Difference (School Mean - Overall Mean)	1.5	1.8	0.2	-0.8	2.6	1.3	2.1	0
Difference ÷ St. Dev.	0.2	0.2	<0.1	-0.3	0.5	0.4	0.3	0

Table 7. Standardized Scores by Reviewer and by School

Scores highlighted along the diagonal represent the mean score a reviewer gave to his or her own school.

School	Reviewers								School Mean
	1	2	3	4	5	6	7	8	
1	-0.01	-0.65	0.17	0.17	0.22	-0.54	-0.37	-0.08	-0.15
2	0.73	0.78	-0.24	0.12	0.24	-0.42	0.19	-0.10	0.16
3	-0.78	0.02	-0.32	-0.73	0.02	-0.59	0.05	-0.55	-0.38
4	0.37	-0.03	0.11	0.51	-0.17	0.32	-0.08	-0.21	0.15
5	-0.25	0.45	-0.19	-0.48	0.21	-0.01	0.22	0.29	-0.01
6	-0.02	0.35	0.06	-0.13	-0.50	0.42	0.40	0.23	0.06
7	0.04	-0.39	0.06	-0.03	-0.05	0.06	0.04	0.03	-0.01
8	-0.37	-0.20	0.03	0.85	-0.61	-0.08	-0.71	0.18	-0.07
Reviewer Mean	0.00	-0.04	0.00	0.00	0.00	0.00	0.00	0.00	-0.01

Committee Chair Recommendations for Changes to the Application and Application Review

- Separate "Objective" from "Subjective" criteria and bring back the Organizational Committee review process. The Organizational Committee review was last done during the Fall 2000 competition, but the scores were never incorporated into the ranking of applications so it was discontinued. I recommend that each application be scored by one member of the organizational committee, considering such criteria as G.P.A., stage in degree (just beginning or on the verge of completion), the type of conference (Regional, National, International), travel distance, service, and publication and presentation record. (See Appendix 7 for suggested scoring guidelines.)
- Enumerate standard deductions for not following format, not following directions, leaving questions blank, and illegibility. These would be part of the Organizational Committee Review. (See Appendix 7)
- Have all Reviewers read the Abstract and Personal Statement for each application. Do not have them read the application form. This will save time and avoid having certain factors (e.g., time to graduation and number of previous presentations) included multiple times in the rating of the application overall.
- Have an independent rating systems for the Abstract and the Personal Statement.
- Rate the Abstract on Grammar, Spelling , Language, and Writing Quality; Clarity; Demonstrated Importance and Purpose of Research; Structure (Was it in a format appropriate for an abstract? Was the information given appropriate and sufficient for an abstract?); and Overall. Each of these criteria should be given equal weight. (See Appendix 8 for suggested scoring guidelines)
- Rate the Personal Statement on Grammar, Spelling , Language, and Writing Quality; Demonstrated Importance of Conference to Career; Demonstrated Importance Research to Department and to Field; Special Circumstances; and Overall. Each of these criteria should be given equal weight. (See Appendix 8 for suggested scoring guidelines)
- Ask on the application form whether this research was conducted at Purdue.
- Remove the requirement of a C.V. due to the high variability, but specify space on the application form for C.V. information. Give a standardized format and limited space for the desired information (service, publications, presentations, education).
- Require submission of three copies of the Abstract and Personal Statement so these can be made available to reviewers in multiple locations (e.g., a library reserve). I believe requiring the submission of 10 copies of each would be excessively wasteful.
- There is currently no way to verify that the applicant is truly eligible (a current Purdue graduate student in good standing). I recommend adding Social Security number to the application form (this was included on the application form until this semester). The Graduate School could then use Social Security numbers to verify the status of the applicant. Have the applicant sign consent for this validation. I also recommend that the student's faculty advisor be required to sign the form verifying the applicant's eligibility and the accuracy of the information given in the application.
- A proposed revision to the application is given as Appendix 5. The electronic form of the application is in M.S. Word format. Blanks and boxes are formatted as tables of set size to minimize alterations to the format.
- Standardize the score for the application form (Z_{App}), the score for Abstract (Z_{Abs}), and the score for the Personal Statement (Z_{PS}). The final score used to rank all applications could then be the sum the three standardized scores. The three components would then be given equal weight in the final ranking.

- **Eliminate the final reviewer meeting.** I believe this allows for a few more vocal or assertive reviewers to have undue weight on the final outcome. I also believe it allows for some criteria to be used multiple times. This semester, applicants that were very close to graduation but had few or no publications were given preference at the final review meeting as were applicants travelling to conferences outside of the United States. These factors should have already been incorporated into the score (as "Importance to Applicant's Career" and "Special Circumstances")
- **Award grants based strictly on their score-determined rankings.** For example, if the budget allows 30 awards to be granted, the applications with the scores in the top 30 would be awarded travel grants.

Recommendations for Modifications of Application Directions

- Provide the publication format.
- Specifically direct applicants to not alter the form or format of the application.
- Provide a location to hand-deliver application.
- Specify a post-mark date for application submission.
- Specify a time for the application submission deadline.
- Include information in how the grant money is dispersed as well as an approximate time frame for results and when reimbursement can be expected. This should reduce the number of emails received by the chair asking these questions.
- A proposed revision to the application directions is given as Appendix 6.

Appendices	Page
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3. Directions for reviewers given at introductory meeting, Spring 2002	22
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APPLICATION FOR GSA TRAVEL AWARD

Deadline: March 1, 2002

Name: Mr. / Mrs. / Ms. / Miss / Dr. _____

Campus Mail Address:

Department: _____ **Building:** _____

School (circle): Agriculture / CFS / Education / Engineering / Liberal Arts/
Management (Krannert) / Pharmacy / Science/ Technology/ Veterinary Medicine

Email Address: _____

Home Phone #: _____ **Office Phone #:** _____

Degree Status (circle): Master / Ph.D. **Cumulative GPA for current degree:** _____

Date current degree was initiated: _____ **Expected date of graduation:** _____

Title of Presentation: _____

Name of Conference: _____

Type of Conference (circle): Regional / National / International

Date of Conference: _____ **Location:** _____

Format of presentation: Poster / Oral **Are you the primary author?** Yes / No

Have you received a letter of acceptance? Yes / No

If "No", when are decisions expected? _____

At how many conferences have you presented earlier (excluding this one)? _____

You must also submit the following: (a) budget, (b) C.V./ resume, (c) personal statement, (d) abstract, (e) letter of acceptance, (f) 1 self-addressed envelope. (See directions next page.) **Incomplete or incorrectly submitted applications may be disqualified.**

You must submit 2 copies of your complete application. Each set must be stapled and 3-hole punched. Completed applications should be submitted via campus mail to:
GSA, 1001 Stewart Center, Box 518, Attn: Travel Grant Competition

Directions for Completion of GSA Travel Grant Application

Any Purdue graduate student who is presenting a paper or poster as first author at a conference is eligible to apply given the following restrictions:

- Only one travel grant may be awarded to an individual per academic year.
- You may only submit a grant application for *one* conference per competition. Applicants that include more than one conference will be automatically disqualified. You may, however, include multiple presentations being given at the same conference. Award money may only be applied towards the conference applied for.
- You may only apply if you will be traveling during the dates specified for the current competition. To apply for the Spring 2002 competition, you must be traveling between March 1, 2002 and August 31, 2002.
- Members of the GSA Travel Grant Committee, including the Review and Organizational Committees and the Chair may not apply.

In addition to completing the application form, the following items must be submitted:

9. Expected budget of the conference (itemized and realistic).
10. Curriculum Vitae or resume, containing educational background, list of presentations, posters, publications, awards won, etc.
11. A personal statement outlining the goals of your current research, why, in your own words, this research is important to your department and your particular field; how this presentation is important to your professional development; and any other information such as *unique* financial circumstances that may assist the reviewers in making their decision. If you are not the first author, include a statement about why an exception should be made (e.g., equal authorship).
12. The abstract of your presentation
13. A copy of the letter confirming the acceptance of your presentation at the conference. If this is not available at the time of the application deadline, please indicate this fact in the application and include when a letter of acceptance is expected. Notification that applications were submitted or received successfully do NOT constitute notification of acceptance. If not included with the application, please send letters of acceptance directly to the Travel Grant Committee Chair via campus mail (Shannon Knapp, FNR, FORS) or email knappsm@purdue.edu. Electronic attachments will not be opened.
14. A self-addressed envelope. Envelope should be standard letter-size (approximately 4-1/8 by 9-1/2 inches). These will be used to mail you the results of your application. If campus mail address is given, the envelope need not be stamped. *Envelopes must be stamped if the letter will be sent via the US Postal Service.* Only 1 envelope is needed per application.

Applications will be judged by a panel of graduate students representing each of the academic schools at Purdue. Because of this, you should make your application clear and readable to a typical Purdue graduate student, but include enough technical details that it can be properly evaluated by reviewers in your field. Applications that are too technical to be understood by most reviewers will be rated lower than those that are clear and understandable. You should complete all parts of the application and be sure to respond to all questions (e.g. in the personal statement). Organization, writing style, grammar, neatness, and clarity will also be considered in rating applications.

Travel Grant Reviewers - Fall 2001 Introductory Meeting

- **Procedure**
- **Where to view the applications** - Binders of applications are placed in the Young Graduate House conference room (room 181), down the hall from the Graduate School Office. During working hours (assuming there are no meetings scheduled in there), you will need to go to the Graduate School Office to get the key to the conference room where you can sit and read applications. During non-working hours, the front desk of Young Grad House (also down the hall from the Grad School office) will have a key to the room. You must have your student ID to borrow the key. I will email your names to the receptionist in the Grad School office, so you should be on the list. *It is important that the key be returned and the door to the conference room is locked after each use!*
- **How to score applications** (see point sheets)
- **Keep notes on applications** (why you liked/disliked) for final meeting
- **How to turn in your scores** - As soon as all applications are in, I will enter them into a spreadsheet and email that to you. When you are done, email me the spreadsheet with your scores. Email Address: *knappsm@purdue.edu*
- **Final Choices - Majority Vote!**
- **Final Scoring Systems - Standardized (z) Scores** - for each reviewer, standardized scores (score for an application minus the mean score of that reviewer, divided by the standard deviation of that reviewer). Then took the mean of the z-scores. This means you don't have to worry about whether your scoring is consistent with other reviewers. You just need to be consistent with your own scoring and standards.
- **Meet to haggle out the final decisions** - Top applicants based on aggregate reviewer scores will be given awards automatically. I do not yet know how many awards we can give, but will automatically award 25% of however many awards we can give.
- **Distribution of grants given across schools** - We will approximately aim for these goals. But this is not a rigid requirement. Applications are primarily judged on merit.
- At least one per school that gave money
- awards given per school reflects number of applicants per school

JUDGING SHEET-REVIEW COMMITTEE

Applicant's Number _____

Category	Maximum Points	Score
Organization & Clarity	5	
MERIT		
Importance of Research to Applicant's Field and Department	10	
Prior Record	5	
PROFESSIONAL DEVELOPMENT		
Importance of Conference to Applicant's Career	10	
Potential for Future Research	5	
SPECIAL CIRCUMSTANCES		
Overall personal statement	5	
Subtotal	40	
Reviewer's Discretionary Points	10	
Total	50	

APPLICATION FORM
GSA TRAVEL GRANT AWARD COMPETITION - FALL 2002

Deadline: Tuesday, October 15, 2002 at 5 p.m.

Be sure to read the directions!

First Name: _____ **Last Name:** _____

Social Security or Purdue ID #: _____

Academic Department¹: _____

¹do not abbreviate

School: Agriculture / CFS / Education / Engineering / Liberal Arts / Management /
Pharmacy, Nursing, Health Sciences / Science / Technology / Veterinary Medicine /

Interdisciplinary Program²: _____

²If you answered "Interdisciplinary" please indicate which program and circle the School of your Major Professor

Campus: West Lafayette / Indianapolis (IUPUI) / Fort Wayne / Calumet / North Central

Email Address: _____

Phone#: **Daytime:** _____ **Evening:** _____

Degree: Master / Ph.D. / Other: _____ **Cum. GPA for current degree:** _____ /4.0

Current degree was initiated: Fall / Spring / Summer **Year:** _____

Expected Graduation: Fall / Spring / Summer **Year:** _____

Title of Presentation: _____

Name of Conference: _____

Date of Conference³: _____ **Type of Conference:** Regional / National / International

³For this grant cycle, travel must be between 9/1/02 and 2/28/03

Location of Conference: _____

Format of Presentation: Poster / Oral **Was this research conducted at Purdue?** Yes / No

Are you the primary (first) author? Yes / No **If no, why should an exception be made?** _____

Number of times you have applied for a Purdue GSA Travel Grant: _____

Number of times you have been awarded a Purdue GSA Travel Grant: _____

I am interested in serving on these Travel Grant Committees: Review / Organizational / Both / None

Travel Costs

Travel:	Airline Ticket <i>or</i>	\$
	Ground: _____ miles @ \$0.20/mile	
Conference Registration:		\$
Lodging:	\$ _____ per night x _____ nights ÷ _____ occupants	\$
Meals:	_____ days @ \$20/day	\$
Total Travel Costs		\$

Travel Support Indicate all sources and amounts of funding which will be applied toward attending this meeting. Please do not include funds you hope to get from GSA.

Department	\$
Advisor / Faculty	\$
Research Grant	\$
Professional Society Travel Grant	\$
Other	\$
Total Travel Support	\$

Final Budget: (Total Travel Costs) - (Total Travel Support)	\$
--	----

Service Please list any service activities you have participated at Purdue or the local community while a graduate student at Purdue (e.g., serving on University or departmental committees, involvement in service-based clubs, or GSA). Include only positions which you were not financially compensated for.

Activity or Organization	Position	#Semesters	Hours per Semester

Educational Background You do not need to include your current degree program at Purdue.

Degree	Institution	Major	GPA

Publications In the space provided below, list your most prestigious publications. See Directions for format. Do not exceed the space provided. Additional publications can be enumerated at the bottom of the page. Indicate articles in peer-reviewed (refereed) journals with (*). Use a 10 pt. or larger font.

#Additional Refereed publications: _____ #Additional non-refereed publications: _____

Previous Presentations List up to 5 of your most recent presentations. *Include only those where you were the presenter.* In the last column, indicate whether the presentation was oral (O) or poster (P).

Year	Presentation Title	Conference	P/O

#Additional Poster Presentations: _____ **#Additional Oral Presentations:** _____

Faculty Advisor - Read and Sign: I certify that I have read this travel grant application, that the applicant is my student and is a graduate student at Purdue in good standing, that all information in this application is accurate to the best of my knowledge, the budget is realistic, and this student is likely to attend *and* present at this conference.

Faculty Advisor Name: _____ **Dept:** _____

Faculty Advisor Signature: _____ **Date:** _____

Applicant - Read and Sign: I certify that I have read and understand the rules and directions for the Travel Grant program and certify that all information I have provided in this application is accurate. I further grant permission to the Travel Grant Committee and the Graduate School to verify my status as a graduate student in good standing at Purdue and my eligibility for the Travel Grant Competition.

Applicant Signature: _____ **Date:** _____

*You must also submit an Abstract, a Personal Statement, and a self-addressed envelope.
 The Abstract should be no more than 500 words and should not exceed 1 page.
 The Personal Statement should be no more than 750 words and should not exceed 1 page.
 Submit 3 sets of the Abstract and Personal Statement stapled and 3-hole punched.
 Submit only 1 copy of the application form; staple pages together.
 See Directions for more information.*

Submit Application to
GSA Travel Grant, 1001 Stewart Center, Box 518; Purdue University; W. Lafayette, IN 47907
or hand deliver to the GSA mailbox #518, at the Newsstand, 1st Floor Stewart Center

DIRECTIONS FOR APPLICATION GSA TRAVEL GRANT AWARD - FALL 2002

Application

A completed application consists of

1. **Application Form** for Fall 2002. One copy: 4 pages, stapled together.
2. **Abstract and Personal Statement** (see below for specifications). Three copies of each. Each set (abstract and personal statement) should be stapled together with the abstract first and 3-hole punched.
3. **A self-addressed envelope**. Envelope should be standard business-size (approximately 4-1/8 by 9-1/2 inches). These will be used to mail you the results of your application. *Envelopes must be stamped if the letter will be sent via the US Postal Service.* If campus mail address is used, the envelope need not be stamped, but please use a standard business-size envelope.

Applications will be judged by a panel of graduate students representing each of the academic schools at Purdue. Because of this, you should make your application clear and readable to a typical Purdue graduate student, but include enough technical details that it can be properly evaluated by reviewers in your field. Applications that are too technical to be understood by most reviewers will be rated lower than those that are clear and understandable. Organization, writing style, grammar, neatness, and clarity will also be considered in rating applications.

Application Form

Be sure to include all parts of the application and answer *all* questions. Incomplete applications will be disqualified. When completing the application form, use only the space provided. In order to increase the speed and efficiency with which these applications can be processed, we ask that you do not modify the application form. This way, judges will be able to quickly find the information they need. Applications that are noticeably modified will have points deducted or be disqualified.

Abstract

Describe the research you will be presenting, including the justification of your research (why this study is important), methods, and results as applicable. Be sure to put your abstract in "layman" terms. It should be clear and understandable to a typical Purdue graduate student and not necessarily graduate students from your own discipline. Excessive technical terms, jargon, and acronyms, should be avoided. The abstract should be no more than 500 words and should not exceed 1 page.

Personal Statement

A personal statement outlining the goals of your current research, why, in your own words, this research is important to your department and your particular field; how this presentation is important to your professional development; and any other information such as *unique* financial circumstances that may assist the reviewers in making their decision. Be sure to respond to all questions. The Personal Statement should be no more than 750 words and should not exceed 1 page.

Publications

Please list publications in the following format:

Authors (Last Names first). Year. Title of presentation. Title of Journal. Volume: Pages.

Please place an asterisk (*) before any publications which were in a peer-reviewed journal.

Please leave space between entries

Examples:

Doe, J., and Advisor F. 1999. Herbaceous species diversity with differing level of herbivory. *Journal of Wildlife Management*. 61: 403-424.

* Advisor F., Doe, J., Student, G., and Cool J. 1998. Population estimates of the spiny-backed burying beetle. *Journal of Entomological Research* 43: 134-140.

Eligibility

Any Purdue graduate student who is presenting a paper or poster as first author at a conference is eligible to apply given the following restrictions:

- You may only submit a grant application for *one* conference per competition. Applicants that include more than one conference will be automatically disqualified. You may, however, include multiple presentations being given at the same conference. Award money may only be applied towards the conference applied for.
- You may only apply if you will be traveling during the dates specified for the current competition. To apply for the Fall 2002 competition, *you must be traveling between September 1, 2002 and February 28, 2003.*
- You are not eligible to apply for a grant if you have received one in the previous travel grant cycle (Fall or Spring). This means if you were awarded a Travel Grant through this program during the Spring 2002 competition, you are *not* eligible to apply for a grant during the Fall 2002 competition. If you are awarded a grant during the Fall 2002 competition, you will not be eligible during the Spring 2003 competition. Please note, this represents a change from the policy in place last year.
- Members of the GSA Travel Grant Committee, including the Review and Organizational Committees and the Chair may not apply.

Applications are due: Tuesday, October 15, 2002, at 5 p.m. No exceptions. Applications sent by U.S. mail must be postmarked by Monday, October 14, 2002.

Where to turn in completed applications

Applications can be submitted in the following ways.

- Campus mail to: GSA, 1001 Stewart Center, Box 518, Attn: Travel Grant Competition
Be sure to allow adequate time for delivery. Remember, there's no postmark for campus mail!
- Hand-deliver to the GSA mailbox (#518) at the newsstand on the first floor of Stewart Center.
- U.S. Postal Service (with postmarks no later than October 14, 2002) to: GSA Travel Grant Committee; Stewart Center Box 518, Purdue University, West Lafayette, IN 47907.

Note: We require hard-copies to be submitted. Applications may not be submitted by email, fax, or by any other electronic means.

Results of Competition

Letters will be sent to all applicants 4-6 weeks after the due date using the self-addressed envelopes included with the application. Please do not contact GSA or the Travel Grant Committee regarding the results of your application unless you have not received your letter more than 6 weeks after the application deadline. Funds will not be released until after you have returned from the conference and turned-in your proof of attendance (such as conference registration) and associated receipts. Questions regarding necessary paperwork and the reimbursement process should be directed to Shelly Estes at the Graduate School (estesr@purdue.edu, 765-494-2251). Once the reimbursement forms have been completed, expect to receive a reimbursement check in roughly 4-6 weeks.

Dollar amounts of awards and number of awards to be granted will be determined by the Travel Grant Committee Chair based on the available budget and number of applicants. We anticipate that grants will be no less than \$200 and no more than \$500. A few exceptional applicants may receive a higher grant amount than others.

SCORING GUIDELINES FOR APPLICATION FORM

Each application is to be rated by one member of the Organizational Committee

Category (Maximum Points)	Level	Points
1. GPA (5):	3.5 - 3.59	1
	3.6 - 3.69	2
	3.7 - 3.79	3
	3.8 - 3.89	4
	3.9 - 4.0	5
2. Progress in Degree (5):	Within 1 year of initiating or completing degree	5
	Within 2 years of initiating or completing degree	2
3. Type of Conference (5):	National	3
	International	5
4. Location of Conference (5):	In Indiana or Illinois	0
	Within United States	2
	Outside of U.S.	5
5. Research Conducted at Purdue (10):	No	0
	Yes	10
6. Service (10):		
6a. Hours of Service Calculated as [(Hrs/Semester)*(# semesters)]		
	1 - 10 hrs	1
	10 - 50 hrs	2
	50 - 100 hrs	4
	100 + hrs	6
6b. Leadership	each leadership position	1
7. Publications (10):	for each peer-reviewed publication	2
	for each non-reviewed publication	1
8. Previous Presentations (10):	for each poster	1
	for each oral presentation	2
Maximum Possible		60

DEDUCTIONS

9. Leaving Questions Blank (-10):	for each blank question	-2
10. Illegible answers (-10)	continuous	0 to -10
11. Altering format of form(-10): Includes exceeding space provided on form	continuous	0 to -10
12. Not following publication format (-10):	continuous	0 to -10
13. Not following submission guidelines (-20)	not stapling application form	-5
	not stapling abstract and personal statement	-5
	not 3-hole punching abstract and personal statement	-5
	not submitting 3 copies of abstract and personal statement	-10
	abstract or personal statement exceed 1-page no envelope or not appropriately addressed	disqualified disqualified
Maximum Possible		-60

SCORING GUIDELINES FOR REVIEW COMMITTEE

Each Abstract and Personal Statement is to be rated independently by each member of the Review Committee

ABSTRACT

1. Grammar, Spelling, Language, Quality of Writing	0 - 10 points
2. Clarity: Was the abstract understandable or was there too much jargon and unexplained technical information?	0 - 10 points
3. Demonstrated Importance and Purpose of Research:	0 - 10 points
4. Structure: Was it written in an appropriate format for an abstract? Including brief introduction, methods, results, and discussion. Make allowances for differences in format, content, and style between disciplines	0 - 10 points
5. Overall	0 - 10 points
Maximum Possible	50 points

PERSONAL STATEMENT

1. Grammar, Spelling, Language, Quality of Writing	0 - 10 points
2. Demonstrated Importance of Conference to Career (e.g. invited speaker, session chair)	0 - 10 points
3. Demonstrated Importance of Research to Department and to Field	0 - 10 points
4. Special Circumstances (i.e. financial)	0 - 10 points
5. Overall	0 - 10 points
Maximum Possible	50 points