

Graduate Student Scholarly Presentation Award

Nomination Form Overview 2020-2021

Previously offered as the “[Travel Award](#),” the Graduate School is pleased to offer the new Graduate Student Scholarly Presentation Award for the 2020-2021 academic year. This change is to comply with OSU COVID travel restrictions while supporting graduate students’ professional development. The funds from this award are designed to provide domestic or international graduate students with financial support to cover part of the costs associated with registering, virtually attending and presenting their scholarly work/achievements at prestigious virtual conferences.

In the online nomination form, be prepared to provide the following information:

1. Is the nominee a current master's or doctoral student at Oregon State University?
2. Will the nominee be enrolled in at least 3 graduate credits at OSU at the time of the conference, OR, in the case of a conference occurring between the end of spring term and the beginning of fall term, will the student be returning to at least 3 graduate credits of enrollment in fall term?
3. Is the nominee listed as the sole author/presenter, first or lead author/presenter, or serving in a capacity whereby they are responsible for significant leadership for the overall session?
4. Will the program be funding at least 50% of the nominee's conference expenses? This may include funds obtained through grants, contracts, and other related sources.
5. Does the nominee have a signed and approved program of study on file with the Graduate School?
6. Nominee first name
7. Nominee last name
8. Nominee OSU ID
9. Nominee degree type
10. Nominee college
11. Nominee program
12. Nominee OSU email
13. Submitter first name
14. Submitter last name
15. Submitter OSU email
16. Submitter title/position at OSU
17. Award contact first name (this person will be notified of any award decisions)
18. Award contact last name
19. Award contact OSU email
20. The funds for this award will be distributed to and managed by the nominating program. Please provide the E&G Index where award funds will be disbursed.
21. What is the name of the conference the nominee is attending?
22. What is the total cost for the nominee's proposed conference expenses?
23. How much funding is the program contributing towards this conference? Please include an actual dollar amount, not a percentage.
24. What is the total amount of funding the nominee is requesting from the Graduate School?
25. Please provide a percentage breakdown of the funding request (total must equal 100%)

26. **Nomination Materials** – Nominators will be required to prepare the following materials as **one PDF document** and upload it to the nomination form:
- a. Statement from the nominee describing the importance of the meeting/conference relative to the student's field. The statement must also include the nominee's proposed budget and justifications for spending. If relevant, include details of workshops, job interviews, project development, journal article writing, networking sessions, leadership opportunities, and collaboration(s) that will occur (two pages or less).
 - b. Letter from nominee's major professor or unit chair/head describing the (a) academic merit of the nominee, (b) importance of the meeting/conference, and (c) how the program intends to fund at least 50% of the nominee's conference expenses (this may include funds obtained through grants, contracts, and other related sources).
 - c. A copy of the submitted and accepted abstract or submitted product. Include the title, the authors in the order they appear in the submission, and the notification of acceptance of the presentation. Indicate the nominee's role in the presentation and whether this will be an oral or poster presentation.
 - d. A copy of the nominee's résumé or curriculum vitae.
 - e. The nominee's signed and approved program of study.

**The information on this handout is subject to change at any time. Please review the award page and nomination form for the most current award information/requirements. All nominations must be submitted electronically through Qualtrics.*