

DIRECTIONS FOR APPLICATION CGSA TRAVEL GRANT – NCA 2008

Application

Incomplete applications will be automatically disqualified. A completed application consists of

1. **CGSA Travel Grant Application Form – NCA 2009.** One copy.
2. **Service Statement** (see below for specifications). One copy. Please paperclip to the application form.

Applications are due: Friday, October 23, 2009, by 3:00 p.m. *No exceptions.*

Where to turn in completed applications

Applications should be hand-delivered to Vicki Biggs, Graduate Secretary, BRNG Room 2123. ***We require hard copies to be submitted.*** Applications may not be submitted by email, fax, or by any other electronic means. Also, please do not put applications in faculty mailboxes.

Eligibility

Any Purdue graduate student in the Department of Communication who is a member of CGSA and has had a paper or poster accepted or is on a panel at a conference is eligible to apply given the following restrictions:

1. The research for this presentation must have been done while you were a student at Purdue.
2. You must be an active dues paying member of CGSA
3. You may only submit a grant application if attending the NCA annual convention.
4. Your grant application should reflect all papers, posters and panels that have been accepted. Please list them in the following order: competitively selected paper, poster, and panel participation. Be sure to indicate if you are the presenter, co-presenter, co-author, or panel coordinator, chair, respondent or participant. Be sure to indicate (if known) any top paper awards associated with the presentations/posters of those listed in the application.
5. The applicant is responsible for ensuring that no one else is submitting an application as the “presenter” for the same paper and that applications stating “co-presenter” are reflected on both applications. Violations will result in all applicants being disqualified.

Award Process

- The paper, poster, panel scoring will be done by the CGSA Vice President of Graduate Relations (Grad Rep will not have access to Service Statements). If the scoring indicates 4 winners, the Grad Rep will review the scored applications with the Graduate Director. If there is a tie, the Graduate Secretary will make (6) photocopies of the applications and Service Statements and distribute them to the (6) faculty members of the Graduate Committee. Applications will be reviewed and scored in an executive session of the Graduate Committee at the first scheduled meeting after the application deadline.
- Winners will be notified via e-mail by CGSA at the conclusion of the Graduate Committees session.
- Currently, the grant will be \$100 and the maximum number of recipients will be (4). In the future the number of recipients will depend on the funds raised by CGSA for graduate student travel and the number of applications approved by the Graduate Committee.
- Funds will not be released until after you have returned from the conference and turned in your proof of attendance (such as conference registration receipt) and associated receipts. You only need to send a photocopy of receipts totaling the amount of the award to the CGSA V.P. of Administration.

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. The application form is downloadable as a MS Word file. You may open the file in MS Word to type in answers. Opening the file in programs other than Word may alter the format of the application and will be subject to point deductions.

Sign Application Form: Any application that is not signed by the applicant and advisor will be automatically disqualified. If your advisor is unavailable for an extended period of time (e.g., on sabbatical), the application form may be signed by your department head or another committee member, but this should be noted on the application form.

Paper, Poster, Panel Scoring

Competitively Selected Paper:

Solo authorship (10 points)	Presenter: (10 points)	Top Paper: (10 points)
Co-Authorship	Co-Presenter (5 points)	
First author (8 points)		
Second author (7 points)		
Third author (6 points)		
Fourth author and below (5 points)		

Poster:

Solo authorship (10 points)	Presenter: (10 points)
Co-Authorship	Co-Presenter (5 points)
First author (8 points)	
Second author (7 points)	
Third author (6 points)	
Fourth author and below (5 points)	

Panel:

Panel Organizer (5 points)
Panel Respondent/Participant (5 points)
Panel Chair (1 point)

Service Statement (1-2 paragraphs, no more than 1 page)

Service statements will be considered in the event of a tie. The service statements should document your involvement in and service to the Department of Communication and/or Purdue University and why this involvement is important to you and your professional development. Applicants should consider involvement in organizations, clubs, department functions, job talks, meeting with job candidates and prospective students, volunteering for the NCA Graduate Student Open House, and any other “service” oriented activity that benefits the department, student body, or university in their statement. The service statements will be judged on the following: (1) Overall level of involvement in the department exemplifying both being a good departmental citizen and colleague; and (2) Clarity in thought, including organization, grammar, spelling, language, and quality of writing.

CGSA TRAVEL GRANT APPLICATION FORM – NCA 2009

Deadline: Friday, October 23, 2008 at 3:00p.m.

First Name: _____ Last Name: _____

Email Address: _____

Was this research conducted at Purdue? Yes / No

Are you an active dues paying member of CGSA? Yes / No

Title(s) of Papers, Posters, and Panels: (follow format *exactly*)

Paper(s): (list papers in order of authorship with solo or 1st author pieces first, 2nd authorship second, etc.)

Example: Author #1, Author #2, & Author #3. (Year). Title of Paper. (Indicate in parenthesis- presenter, co-presenter or not presenting). (Indicate in parenthesis- if Top Paper award or leave blank)

Poster(s): (list posters in order of authorship with solo or 1st author pieces first, 2nd authorship second, etc.)

Example: Author #1, Author #2, & Author #3. (Year). Title of Poster. (Indicate in parenthesis- presenter, co-presenter or not presenting)

Panel(s): (list panels you are the chair/organizer for first and that you are a participant in second)

Example: Title of Panel. (Indicate in parenthesis- chair or participant)

Faculty Advisor – Read and Sign: I certify that I have read this travel grant application, that the applicant is my advisee and is a graduate student at Purdue in good standing, that all information in this application is accurate to the best of my knowledge, and this student is likely to attend *and* give this/these presentation(s) at the conference.

Faculty Advisor Name: _____

Faculty Advisor Signature: _____ Date: _____

Applicant - Read and Sign: I certify that I have read and agree to the current rules and directions for the Travel Grant program and certify that all information I have provided in this application is accurate.

Applicant Signature: _____ Date: _____

CGSA TRAVEL GRANT SERVICE STATEMENT - NCA 2009

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

Service Statement (use 10 pt. font or greater)