

GUIDELINES FOR USE OF SWS CHAPTER FUNDS: STUDENT GRANTS

The purpose of the student grants is to provide selected students financial support to attend professional meetings. Specific criteria for financial support are listed below:

- **Solicitation**
 1. Student grants will be announced and recognized at the Chapter website, chapter report in SWS Bulletin, email messages to chapter membership, and at business meetings.

- **Eligibility**
 1. Students must be a member in good standing with SWS and the North Central Chapter on or before the award of the grant. Applications from non-members will not be considered for funding unless the applicant immediately becomes a member.
 2. All applicants must be over the age of 18. Applications for those younger than 18 years must be submitted by a parent, guardian, or academic advisor with parent/guardian approval.
 3. Eligible applicants must not have received a travel grant from the Chapter within the previous calendar year. Others types of Chapter grants, however, do not apply to this restriction.

- **Criteria**
 1. The professional meeting, or special session of the meeting, to which the student would like to attend must emphasize wetland science.
 2. Applicant must present a paper or poster at the above referenced meeting or session and the meeting must take place in the calendar year of Chapter funding being granted.
 3. Paper or poster will be evaluated for merit based on the following:
 - a. Papers – research must be completed in enough detail to at least provide preliminary conclusions, i.e., no descriptions of planned research.
 - b. Posters – may include preliminary conclusions of research, but selection committee would also consider research designs and hypotheses.
 4. Proposal will be limited in length to a 1 to 2 page abstract. Included with the proposal will be a statement of relevance to wetland science.
 5. Selected students will be notified with an award letter from the subcommittee chair, which will outline the requirements for use of the funds.
 6. Non-selected applicants will be notified.

7. Additional requirements or details may be included with the grant announcement.

- **Financial Support**

1. Actual award amount may vary from year to year depending on budget restrictions and student interests. However, it is the Chapter's desire to provide four \$250 grants per year.

- **Selection Committee**

1. A 4-member selection subcommittee appointed by the Education and Outreach (E&O) committee chair will review proposals based on the above criteria.

- **Award Receipt**

1. Selected students will be reimbursed for the awarded grant upon submitting travel-related receipts (e.g., meeting registration, airfare, lodging, food) to the selection committee.

2. Selected students will send the E&O Committee Chair a short biography that includes the student's general background and future aspirations. The students also will submit a picture of themselves for use on the Chapter web site.

- **Timeline**

Early January – E&O Committee Chair sends announcement email to chapter and updates web page

Early March – proposals due to E&O Committee Chair

Early May – applicants are notified

By the end of December – all travel completed and grants are awarded by the Chapter Treasurer upon submission of acceptable receipts