

Geography and Environmental Studies Snead Scholarship Application Guidelines **DEADLINE: February 17, 2023**

The attached instructions and cover sheet are to be used when applying for the Snead Scholarship. **Follow the instructions below; failure to do so may result in disqualification of the application.**

AWARD DETAILS

The maximum award is \$500 per academic year. Funds may be used for conference registration, travel, and/or lodging expenses.

ELIGIBILITY REQUIREMENTS

1. Graduate and undergraduate students currently enrolled in any program within the Department of Geography and Environmental Studies (GES) are eligible for the Snead Scholarship.
2. Scholarship funding may be used only to support attendance at an academic research-related conference. Both virtual and in-person conference attendance will be supported.
3. Applicants must both attend and make a presentation at the conference to receive funding. Eligible presentations include: presentation, poster, illustrated paper, or another formal mode of presenting research results.
4. Past recipients of the Snead Scholarship are eligible to apply in subsequent academic years.

APPLICATION

Submit by noon on the deadline date February 17, 2023:

- a. Cover sheet
- b. Summary
- c. Budget
- d. Copy of your completed registration form (or proof of conference)
- e. Presentation abstract

Applications should be submitted by email to geography@unm.edu, with “Snead Scholarship Application” in the email’s subject line. The proposal elements listed above should be attached as a single PDF file.

DETAILED INSTRUCTIONS

1. Travel Application Cover Sheet (Application form)

Fill out the application form provided completely. Failure to do so will result in disqualification of the application.

2. Summary

Write a summary (700 words maximum) of your research interests and how the conference will advance your research. Summaries should be double spaced with 1-inch margins using a font no smaller than 12 point. Summaries should address two specific areas:

- Briefly describe the research you will present and how it relates to your degree work.
- How will attending this conference help you reach your research/academic/career goals?

3. Budget

Fill out the Budget template, clearly indicating expenditures (e.g. registration, transportation, lodging) and the proposed funding sources for each. Registration, lodging and transportation expenses can be covered by the scholarship. Money will not be provided for food or audiovisual supplies.

Clearly include: For which expenditures scholarship funds are being requested and additional sources of funding that have been applied to, received, or will be applied to for the proposed travel. Your budget should include explicit information on funding you have requested or received from other sources. Write out the full name of the funding source. Note if the award is pending or accepted. Rejected funding need not be included. If you intend to apply for additional sources of funding for the proposed travel, include those with the date you will submit the application.

4. Completed Registration Form

You may black out personal information such as credit card numbers as long as your name and confirmation of your registration for the meeting remains clearly visible. If registration has not begun for the conference, please provide proof of the dates and location of the conference (ex: a screen shot of the registration webpage) and the estimated cost of registration.

5. Presentation Abstract

A copy of the abstract submitted for your presentation at the meeting. If the meeting requires a title only instead of an abstract or if you have not yet submitted an abstract, please indicate as much and include the title of your presentation.

EVALUATION CRITERIA

Applications will be evaluated on the basis of:

1. Completeness. Incomplete applications will be rejected.
2. Merit. Factors include:
 - a. Applicant's academic/professional interests and stage in degree program.
 - b. Quality of conference presentation or research project as described in the summary.
3. Benefits. Factors include:
 - a. Description of how the presentation/research project will benefit the applicant.
 - b. Description of how the presentation/research project will benefit the fields of Geography and Environmental Studies.
4. Clarity of the written summary.
5. Budget. Factors include:
 - a. Whether applicant pursued other sources of funding.
 - b. Budget clarity and organization.



**DEPARTMENT OF
GEOGRAPHY &
ENVIRONMENTAL STUDIES**

**RODMAN SNEAD SCHOLARSHIP
APPLICATION COVER SHEET**

[Please Type or Print]

UNM Banner #: _____

Student Name: _____ [as listed on UNM student account]

Email Address: _____

Telephone #: _____

GES Program (Select one): B.A. B.S. M.S. PhD

Date Degree Expected (e.g., Spring 2023): _____

Conference Name: _____

Actual Travel Date(s): _____ to _____

Have you previously received a Snead Scholarship (circle one)?

Yes No If yes, include year: _____

If you have already been awarded funding for this travel through other sources, please indicate the awarding body and amount of funding below. (Please also include this info on budget spreadsheet.)

All the information on this form is true and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

Advisor/Mentor Signature: _____ Date: _____

CHECKLIST FOR REQUIRED ATTACHMENTS

(See guidelines for more information on each part of the application.)

- Summary of research interests and statement of conference impact
- Budget Spreadsheet (use provided template)
- Proof of conference registration or conference dates
- Abstract for intended conference presentation

SNEAD SCHOLARSHIP APPLICATION BUDGET FORM

BUDGET EXPLANATION DETAILS

Characters remaining: 698

Details may be provided here on your proposed budget, including other sources of funding, cost-cutting measures such as sharing lodging, and extra budget calculations. **Remember, you must describe other sources of funding you have pursued, even if you have not been awarded these sources of funding yet.**

LINE ITEM BUDGET

Item	Description	Amount Funded by Grant	Amount Funded by Other Sources*	Total Cost
1	Conference Registration			
2	Transportation			
3	Lodging			
4				
5				
6				
7				
8				

TOTALS

* "Amount funded from other sources" should include funding you will have to provide yourself, out of pocket, to cover the actual cost of conference participation.