

**RODMAN SNEAD SCHOLARSHIP  
GUIDELINES AND INSTRUCTIONS (PAGE 1)**

**ELIGIBILITY**

Graduate and undergraduate students currently enrolled in any program within the Department of Geography and Environmental Studies (GES) at UNM may apply. Past recipients of the Snead Scholarship are eligible to apply in subsequent academic years.

**AWARD**

The maximum award is \$500 per academic year for conference travel related to academic research.

**INSTRUCTIONS**

The following items must be submitted in both paper and digital formats no later than noon on Monday, 30 November 2015. Digital files (MSWord or PDF format) should be sent by email to [geography@unm.edu](mailto:geography@unm.edu), with "Snead Scholarship Application" in the email's subject line. Paper copies should be submitted to the department office. (See next page for detailed guidelines.)

- Cover sheet
- Summary
- Budget
- Copy of your completed registration form (or proof of conference)
- Presentation abstract

**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.

(See next page for detailed guidelines regarding each part of the application.)

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APPLICATION ITEMS

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

**1. Travel Application Cover Sheet (Application form)**

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

**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 spreadsheet, 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: screen shot of the registration webpage) and 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.