

# **Policies and Procedures**

of the

## **Awards Committee**

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Department of Geosciences

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## **Introduction**

The policies and procedures established in this document are primarily intended for the grants and awards funded by the Geosciences Advisory Board (GAB); however, they also apply to the various other grants and awards offered by the department, college, university, and external organizations.

## **Section 1. General Policies**

1. Student travel and research opportunities funded by donations to the department shall be officially listed as “Grants” (e.g., GAB Student Travel Grant) except for awards with official “pre-designated” titles.
2. The committee shall strive to review applications and notify grant/award recipients within 7-10 days of grant/award submission deadlines.
3. Student grant/award winners are required to comply with departmental expectations as specified in Section 6.

## Section 2. Student Travel Grants

The following guidelines shall govern the disbursement of funds available to support student travel to professional meetings. Students seeking funds for travel for research activities (field work, etc.) must apply for a research grant.

1. Student travel grants shall be distributed once in fall semester and once in spring semester. Tentative deadlines for submitting applications shall be as follows:
  - Fall: October 01 (Travel dates: August 15 to Dec 31)
  - Spring: February 15 (Travel dates: January 01 to August 14)
2. The funds available to be distributed each year shall be divided evenly between fall and spring.
3. Students may apply for a student travel grant offered by the department in both fall and spring semesters, but may NOT apply for more than one per semester. Furthermore, a student may not request funds for more than 1 trip in a single application.
4. The funds available to be distributed shall be divided among the applicants who demonstrate a clear need for support.
5. Priority status shall be granted to students who have not previously received funding for travel from the department.
6. The awards committee shall determine the amount of funds to be disbursed to each applicant based on need and the policies established herein.

## Section 3. Student Research Grants

The following guidelines shall govern the disbursement of funds available to support student research activities. Funds for travel to professional meetings will NOT be approved unless specified as a legitimate expense in the official documents establishing the grant.

1. Student research grants shall be distributed in spring semester only.
2. Students may apply for more than one student research grant offered by the department per academic year. However, a student must apply for a particular grant in order to receive funds from that account. More specifically, the committee shall not approve the disbursement of funds to a student from an account (i.e., grant) in cases where the student did not apply for that grant.
3. The funds available to be distributed shall be divided among the applicants who demonstrate a clear need for support.
4. Priority status shall be granted to students who have not previously received funding for research from the department.
5. The awards committee shall determine the amount of funds to be disbursed to each applicant based on need and the policies established herein. Furthermore, the committee shall use its best judgment in

determining the amounts to distribute among the applicants in cases where a student applies for funding from multiple grants offered by the department.

#### **Section 4. Nomination Procedures**

The following guidelines shall govern the process of nominating a student (or faculty colleague) for an award.

1. Individual faculty members are responsible for making all nominations, not the awards committee. The individual who makes the nomination shall henceforth be designated as the “nominator.”
2. The nominator must submit the nomination in writing (e.g., email) to the committee in advance of any deadlines specified by the committee.
3. The nominator shall be responsible for preparing and submitting all supporting documents. However, the nominator may collaborate with other faculty in the preparation and submission of the nomination documents.
4. In cases where an organization (e.g., AU, COSAM, or an external agency) specified a limit on the number of nominations that may be submitted from the department, the awards committee shall determine a) that a nomination may move forward in the event that it is the lone nomination; or b) which nomination(s) to submit from the department in the event that the number of nominations exceeds the limit.
5. In “limited nomination” cases, a “screening deadline” shall be set approximately 2 weeks in advance of the final deadline in order to provide the nominator(s) adequate time to prepare the final nomination documents.
6. In cases where there is no limit on the number of nominations that may be submitted from the department, the awards committee shall NOT participate in the nomination process.

#### **Section 5. Outstanding Student Awards (OSAs)**

The following guidelines shall govern the procedures for the selection of students to receive outstanding student awards.

1. Candidates for outstanding student awards must be nominated in accordance with the guidelines established in Section 4: Nomination Procedures.
2. A student who receives an outstanding student award shall retain his/her eligibility to be nominated for other outstanding student awards offered by the department or other units/organizations.
3. A student who graduates at the end of the Fall Semester shall retain his/her eligibility to be nominated for outstanding student awards presented in the following Spring Semester.
4. The Awards Committee shall use its best judgement in evaluating the nominations and selecting the winner(s).

5. Student award prizes shall be limited to cash and plaques/certificates, unless specified otherwise.

## **Section 6. Departmental Expectations of Student Grant/Award Winners**

Student recipients of grants and awards presented by the Department of Geosciences are expected to abide by all departmental and university rules and regulations that may apply to the funds given him/her including, but not limited to, the following stipulations:

1. Keep a record as to how the funds were spent and be able to present this record, including any applicable receipts, to the committee or department chair upon request.
2. Inform the committee of any changes in your plans that may affect how or when the funds are spent, if that differs from what is stated in your original proposal.
3. Return any unspent funds remaining after your project or travel is over.
4. Present (personally or in writing) the findings of your research or a summary of your funded experiences upon request from the awards committee, department chair, or alumni board.
5. Acknowledge the source of your funds in any publication, thesis, written paper, or presentation (poster or oral) that was prepared as a direct result of your departmental funding.
6. When applicable, present your findings or results at a professional meeting, a symposium on campus, or to the department at large (e.g., in a departmental seminar), as deemed appropriate by your advisor, the department chair, or the Awards committee.
7. When applicable, assist the departmental staff in accounting for the use of your funding, including (if needed) the preparation and documentation of an AU Request for Authority to Travel (RAT) and follow-up receipted voucher.
8. Abide by any and all other stipulations of any grant or award that the committee, department chair, or faculty advisor may request of you at the time of the award, during the performance of the activities proposed by you for the grant or award, and anytime soon thereafter.