

# Hitchhiker's Guide to the Biomolecular Galaxy

## 2024 Travel Award Instructions

Travel awards will be awarded in the amount of \$200 to defray travel and lodging costs. Recipients are expected to present either a poster or oral presentation at the symposium, and must submit their abstract through the registration link by May 13th, 2024.

Travel award applications are due ~~May 8th, 2024~~. **DEADLINE EXTENDED to May 13th, 2024 at 5 pm EST.** Submit via email to [hitchhikersguide2biogal@gmail.com](mailto:hitchhikersguide2biogal@gmail.com)

### **Step 1: Write the Application Essay**

In 500 words or less (excluding title), please describe your research and the importance of attending this symposium. Please keep in mind that your application will most likely be reviewed by someone outside your field; thus, write for someone who might not be familiar with your subject area.

#### **Essay Rubric**

Your essay is the only component of the application that is used for scoring. Travel Grants are competitive, and applicants are expected to thoroughly address each criterion. Please pay careful attention to the rubric provided on the next page to ensure the best possible outcome.

#### **Formatting Instructions**

- Essay must fit on one (1) page, using one-inch (1") margins and size 11 Arial font.
- Applications that are not formatted correctly will be docked 1 point on the final evaluation.
- Travel Grant applications are evaluated by a blind review process. Do not include any identifying information, such as:
  - Your name
  - Your advisor's name
  - Your institution
  - Collaborators' names
- Save your application essay as a Word document (.docx) with the following naming scheme: Lastname\_Firstname\_TravelGrant.docx

### **Step 2: Ask Advisor/Major Professor to Confirm Travel Plans**

You must have support from your advisor/major professor to present your research. Ask your advisor to confirm their approval via email. The email must include:

- (1) Your name
- (2) A statement that your advisor supports your attendance
- (3) A brief statement describing how your expenses will be paid prior to and during the trip

Your advisor's statement must be sent to [hitchhikersguide2biogal@gmail.com](mailto:hitchhikersguide2biogal@gmail.com) by the application deadline (May 13th, 2024).

	<b>Criterion</b>	<b>1-2 Points (Poor)</b>	<b>3 Points (Fair)</b>	<b>4-5 Points (Excellent)</b>
<b>Description of Research (20 Points)</b>	Description can be understood by a universal audience and is free of subject jargon.	Vague or unclear description. Too much jargon or assumes the reader knows the subject.	Acceptable. May lack some details or include some jargon, but the reader is still able to follow.	Clear and detailed description that is easy to follow.
	Description of research is brief yet contains all relevant information.	Long rambling description of research to the point of distraction. May provide many irrelevant details. May be difficult to follow.	Acceptable description. May provide some irrelevant details that make the application somewhat difficult to follow.	A brief yet informative description of the research that provides the reader with the necessary information.
	Research Methods are briefly discussed.	Description of the methods does not provide enough information for the reviewer to understand what the applicant did. Too much jargon may make it difficult for the reviewer to follow.	Provides information on methods but may lack enough details for the reviewer to completely understand what the applicant did. May contain some jargon.	Description of methods is clear and detailed enough that the reviewer can understand what the applicant did. No jargon.
	Purpose of the research is clearly stated.	Statement of goals is vague or hard to follow.	Statement of goals is present but difficult to follow or missing important details.	Clear statement of goals that is easy to follow and provides adequate detail.
<b>Involvement and Importance (10 points)</b>	Description of applicant's involvement in the research	Description of applicant's involvement is vague. The applicant had minimal involvement in the research.	Acceptable description of involvement.	Detailed and clear description of the applicant's involvement. It's clear that the applicant was highly involved in the research.
	Description of career impact details the benefits and opportunities provided by symposium attendance.	Vague description of impact. Minimal impact on the applicant's career.	Acceptable description of Impact. Description does not go beyond typical benefits (presentation/networking).	Detailed description of career impact. The event will have a strong impact on the applicant's career.
<b>Quality (10 points)</b>	Application is organized in a manner that is logical and easy to follow.	Not logically organized. Hard to read and identify where rubric criteria are being addressed. Non-intuitive flow.	Application is organized and there is a logical flow of ideas. The reader can identify where rubric criteria are being addressed.	Logically organized in a manner that is coherent and easy to follow. It is very easy for the reader to identify where rubric criteria are being addressed.
	Application is free of spelling, grammar, and punctuation errors.	The writing is full of grammar, punctuation, and spelling mistakes to the point of distraction.	The writing has some grammar, punctuation, or spelling errors but does not impact the readers' ability to understand the writing.	Writing is free of errors.