



Department of Geography  
College of Arts & Sciences  
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## MEMORANDUM

DATE: January 30, 2019  
FROM: Jon Comer, Awards Committee Chair  
TO: Geography Graduate Students  
RE: Norris Travel Awards

Every spring, the Department of Geography awards scholarships to students (via application) to offset travel expenses relating to their research. The **Robert E. Norris Conference Travel Award** provides funding for up to \$500 to Geography graduate students to offset costs associated with presenting their research at approved professional conferences.

- Awards will be made for travel during Fiscal Year 2020 (July 1 2019 through June 30 2020) through a competitive application/proposal process.
- Students must apply via a 1-2 page (double spaced) proposal. A copy of the abstract that was/will be submitted to a conference event must be attached to the proposal.
- Up to \$500 will be made available to each successful applicant (pending available funds). The amount requested for reimbursement must be justified in the proposal. Awards will be based on the merit of the proposal without regard to the overall amount needed for travel. The award will be made in the form of a travel reimbursement; cash awards are not available.
- Applicants must have officially matriculated in the Geography M.S. or Ph.D. programs and be actively enrolled and in good standing to be eligible.
- To be competitive, research being presented must be original, the student listed as first (preferably sole) author, and complete (or nearly so), and the proposal must demonstrate how conference participation will fit into the applicant's career plans.

Applications will be reviewed by the department's Awards Committee, which will select and announce recipients each spring at the departmental awards ceremony that will be held May 3. Depending on the quality and number of applications, the department reserves the right to make fewer awards (including none) or combine or divide available funds as necessary based on the budget. Application materials must be received by Jon Comer, Awards Committee Chair, no later than **Monday, February 11, 2019 by 4:00 P.M.** All student materials must be delivered electronically (e-mail) to me in a single Word or PDF file.