

Amended February 2009



APPLICATION COVER SHEET

FOR NEW MEXICO GEOLOGICAL SOCIETY COMPETITIVE SCHOLARSHIPS & AWARDS

SUBMIT TO: Robert G. Myers, Scholarship Chairperson
PO Box 1630
Las Cruces, NM 88004
robert.g.myers@us.army.mil

DEADLINE: Application must be emailed as a PDF or Word file or surface mailed postmarked by the third Friday in February

FROM: **Name:**

E-mail:

Address:

Institution:

APPLYING FOR:

- Lucille Pipkin Undergraduate Grant-in-Aid of Research
Honors thesis? ____ Junior thesis? ____ Senior thesis? ____
- Frank E. Kottlowski Research award and Graduate Grant-in-Aid of Research
M.S. ____ or Ph.D. ____ candidate?

ANTICIPATED GRADUATION DATE (month/year): _____/_____

TITLE OF PROJECT:

NMGS FUNDING HISTORY:

- Have you received a previous NMGS Grant-In-Aid of Research?
- If yes, how many times and for what amount(s)?

NOTE: Final reports from most recent NMGS grant award must be attached to all copies of the application.

SIGNATURES:

STUDENT
Phone:

RESEARCH ADVISOR
Phone:

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THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE APPLICATION:

1. Application cover sheet.
2. Abstract with project title, author's name, and institution (on a separate page).
3. Description of project; see attached **Text format of proposals**.
4. Detailed, itemized budget with total amount requested and budget justification (on a separate page).
5. List of financial and other types of support currently in place or applied for (on a separate page).
6. Resume (on separate page). The resume should include applicant's education, research experience, work experience related to the applicant's ability to conduct the proposed research, awards and honors, listing of conference abstracts and presentations, listing of publications, and listing of participation in the New Mexico Geological Society.
7. Two supporting letters; It is requested that the individuals writing the letter of recommendation either email a letter as a Word document or PDF file to robert.g.meyer@us.army.mil, or provide 3 copies of the letter and place them in a signed and sealed envelope for inclusion in the application.
8. Progress report on most recent NMGS grants-in-aid award.



GENERAL RULES

New Mexico Geological Society grants-in-aid are awarded to geology students enrolled in New Mexico institutions and whose proposed projects are located in New Mexico. Proposals from undergraduate students are considered along with those from graduate students. **Some money is restricted for undergraduate research only.** Undergraduates and departments are strongly encouraged to submit proposals. Grants-in-aid are awarded without bias regarding sex, race, age, creed, or national origin.

A final report is required. For M.S. and Ph.D. students, a thesis or dissertation on file at the university is sufficient. Otherwise, a written summary of results and conclusions must be submitted to NMGS or presented at the NMGS Spring Meeting. **A second-year applicant must submit a progress report on a previous award with the proposal; failure to do so could affect funding.** Note that new projects take priority over continuing ones. For graduate students, preference will be given to thesis or dissertation projects.

NMGS will support mileage costs up to \$0.40/mile, equipment cost up to \$50, thesis preparation costs up to \$50, and thin section costs up to \$20 each.

Undergraduate research awards can be funded up to **\$1500** and grants-in-aid can be funded to up to **\$2000**. The Frank E. Kottowski Research Award is **\$2,500**, which will be given to the highest ranked grant-in-aid application. The Research Award will not be awarded to the same person two years in a row. The recipient will be presented with the check for the Research Award in person at the Spring Meeting.

STUDENT PACKET TO THE SCHOLARSHIP COMMITTEE

1. **Four (4) copies of each proposal packet or one PDF or Word file of the entire proposal packet (excluding reference letters, which should be emailed or mailed separately).** It is the student's responsibility to ensure that each copy is complete and correctly assembled. Deficiencies in the procedure can disqualify an application.
2. **All names, addresses, titles, etc., must be legible.** Please print or type names beneath signatures. Include the telephone numbers of the applicant and advisor in case a member of the scholarship committee has any questions.
3. **One extra copy, or PDF (or Word) file, of the abstract.** The abstract should have the title, author, school, and address of each applicant at the top of the page and should not exceed one page in length. Abstracts from funded projects will be displayed at the annual NMGS spring meeting. For further guidelines, use the rules for abstracts submitted for the NMGS annual spring meetings.



REQUIREMENTS FOR TEXT FORMAT OF PROPOSALS & LETTERS OF REFERENCE

Text Format of Proposals

1. **An abstract** (on a separate page). Must include the student applicant's name, institutional affiliation, and project title.
2. **Description of Project**; should include the following sections:
 - a. **Problem / purpose of study.** Clearly state the problem to be addressed or the hypothesis to be tested. Include the field location where the problem will be studied.
 - b. **Previous studies.**
 - c. **Significance of the study.** *Why is this work important?* Place the project in a disciplinary context and in the context of New Mexico Geology.
 - d. **Method(s) of study.** Concisely state how you plan to accomplish your investigation, including data analysis. Be specific.
 - e. **Duration of investigation.**
 - f. **References** cited in proposal.
3. **Itemized budget** and **budget justification** (on a separate page). Items should be clearly identified and described in the proposal text.
4. **List of other grants** (on a separate page) that a) have supported this project in the past b) are currently supporting this project, and c) are being applied for.

Letters of Reference

1. At least one letter of reference must be from the student's advisor.
2. At least one letter of reference must be from a current member of the New Mexico Geological Society.
3. At least one letter of reference must be from someone who is neither the student's research advisor nor department chairperson.
4. Recommendation letters should describe the student's ability to do the proposed research.
5. Recommendation letters should describe the significance of the proposed research.
6. Recommendation letters should comment on the budget. *Is it reasonable?*
7. The Review Committee requests that the individuals writing the letter of recommendation either email a letter as a word document or PDF file (email to robert.g.myers@us.army.mil), or provide 3 copies of the letter and place them in a signed and sealed envelope for inclusion in the application.



EVALUATION PROCESS FOR GRANTS-IN-AID

Proposals should be sent to the Chairman of the Scholarship Committee. A committee of geologists (commonly three), including the Vice President of the Society, reads all submitted proposals and independently ranks them. Depending on available NMGS funds, the committee awards the highest ranked proposal the Frank E. Kottowski Research Award and determines amounts for other grants-in-aid. The committee is free to use its judgment in evaluating proposals beyond the general guidelines given above. In past years, the committees have funded well thought-out proposals and innovative proposals not apt to receive conventional support. Past committees have suggested proposal writers consider the following:

1. Is the proposed project “do-able”? Past highly favored proposals were well focused.
2. Does the proposal tie into ongoing work of major geological significance? Does the proposal have the potential for making a major contribution in a given area?
3. Are the number of samples taken (analyses, thin section) reasonable? Proposals with too many analyses in a small area or too few in a large area will be questioned.
4. Do not request excessive reimbursement for mileage. Many daily commutes to a field area rather than a few trips with lengthy stays commonly are critically judged.
5. Keep requests for food budget minimal. Some reviewers feel that students eat regardless of whether they are funded.
6. Do not request excessive duplication costs.
7. Applicants are encouraged, but not required, to present a paper at the NMGS Spring Meeting.

SOME CRITERIA FOR THE KOTTELOWSKI FELLOWSHIP

1. Project should be a significant contribution to some aspect of New Mexico geology.
2. Application should include a bibliography of the applicant's publications. Emphasis is placed on publications and papers presented on the proposed area of study and on New Mexico geology.
3. Application should include a list of potential publications or papers presented at professional meetings.
4. Application should note the student's participation and contributions to the New Mexico Geological Society.
5. Applicants are strongly encouraged, but not required, to present a paper at the NMGS spring meeting.