

## QUALIFICATIONS

The SIMB Diversity Travel Award has been established to promote diversity and to increase the participation of underrepresented minority groups in the Society of Industrial Microbiology and Biotechnology (SIMB) amongst the graduate students making presentations at the SIMB Annual Meeting. Recipients of this award must be:

A U.S. citizen or permanent resident;

A female and/or an underrepresented minority (American Indian or Alaska Native, Black or African American, Asian, Hispanic, or Native Hawaiian or other Pacific Islander);

A current graduate student or a graduate student at the time the abstract was submitted; and

The presenting author of an abstract accepted for presentation (poster or oral session) at the SIMB Annual Meeting.

## APPLICATION PROCESS

Two awards will be offered to support attending the SIMB Annual Meeting. To apply for this award, a student must:

Indicate at the time of abstract submission that she /he is eligible and wants to be considered for the award by checking the corresponding box in the abstract submission system;

Provide the **Student Status Verification Form** filled and signed by the graduate advisor or the graduate program coordinator to verify the student's citizenship, female and/or underrepresented minority status, and graduate student status; and

Submit a **letter of diversity commitment** to indicate why he/she should be considered for the award. Instructions for this letter can be found in these guidelines.

The student status verification form, letter of diversity commitment, and a copy of the submitted abstract identifying the student as lead presenter must be sent electronically in PDF format to [diversity-awards@simbhq.org](mailto:diversity-awards@simbhq.org) by 11:59PM EDT on **March 31, 2018**. This deadline will be strictly enforced. Applications received after the deadline will not be considered; should the abstract submission deadline change, the submission deadline for this award will be delayed concurrently. Information on whether or not the abstract has been accepted will be obtained from the SIMB Program Committee.

## SELECTION PROCESS

The Diversity Committee shall review the qualifying abstracts and supporting information for adherence to the submission requirements. Award recipients will be selected based on the scientific quality of the abstracts and their commitment to diversity; alternates will also be identified. Award recipients will be notified in advance of the Annual Meeting but after notification of abstract acceptance.

In the event that no applications are received or if the applicants are judged to be unqualified by the Diversity Committee, then no award will be given

## OTHER

Each winner receives a certificate, \$500 to help cover travel to the meeting and a one-year student membership in SIMB. The awards will be presented by the President of SIMB at the Annual Meeting Banquet and the winners will be recognized at the Diversity Session. Attendance at the SIMB Annual Meeting is required for receiving this award. Should an awardee be unable to attend the SIMB Annual Meeting, the award will be presented to an alternate previously identified by the committee who also meets the criteria. Award winners are not eligible to apply for this award again.

## **INSTRUCTIONS FOR LETTER OF DIVERSITY COMMITMENT**

The Letter of Diversity Commitment is mandatory for the application process for the SIMB Diversity Travel Award. The purpose of the letter is to demonstrate why the candidate deserves the award and should include:

Information about the applicant's scientific projects and motivation for pursuing a graduate level degree;

Commitment to diversity; and

Steps taken to promote diversity at the applicant's institution or in other settings.

The letter should be written in Times New Roman font, size 12 and consist of no more than two pages single-spaced.

# STUDENT STATUS VERIFICATION FORM

This form is used to verify the status of the applicant named below for the Society for Industrial Microbiology and Biotechnology's (SIMB) Diversity Travel Award to aid in attending the SIMB Annual Meeting and Exhibition (August 12-16, 2018 in Chicago, IL). Completion and submission of this form by the graduate student's advisor or the graduate program coordinator is required for the application process (<http://www.simbhq.org/membership/diversity/>).

The completed form in PDF format can be sent to the applicant for submission or can be submitted directly to [diversity-awards@simbhq.org](mailto:diversity-awards@simbhq.org) by 11:59PM EDT on March 31, 2018. This deadline will be strictly enforced. Applications received after the deadline will not be considered; should the abstract submission deadline change, the submission deadline for this award will be delayed concurrently.

## A) APPLICANT INFORMATION

Name: \_\_\_\_\_

University/Institution: \_\_\_\_\_

Graduate program: \_\_\_\_\_

Email address: \_\_\_\_\_

## B) GRADUATE STUDENT ADVISOR or GRADUATE PROGRAM COORDINATOR

Name: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

University/Institution: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## C) PLEASE COMPLETE THE FOLLOWING FORM WITH THE PERTINENT INFORMATION FOR THE STUDENT APPLYING FOR THE SIMB DIVERSITY TRAVEL AWARD:

1) Is the applicant a graduate student or was (s)he a graduate student at the time the abstract was submitted to SIMB?

Yes       No

2) Is the applicant the presenting author of an abstract submitted for presentation (poster or oral session) at the SIMB Annual Meeting?

Yes       No

Title of the abstract with authors:

3) Is the applicant a U.S. citizen or permanent resident?

U.S. citizen       Permanent Resident       No

4) Is the applicant a female and/or an underrepresented minority (American Indian or Alaska Native, Black or African American, Asian, Hispanic or Native Hawaiian or other Pacific Islander)?

a) Female

Yes       No

b) Underrepresented Minority

Yes       No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_