**THE RONALD SUITER PRIZE APPLICATION**

**Application Deadlines**: Fall Semester – October 31st, end of business day

Spring Semester – February 15th, end of business day

**To apply, please submit**: 1. Completed application form

2. A narrative description (no more than two typed pages) which includes:

1. the name and date(s) of the conference you wish to attend
2. the research you will present
3. what you hope to gain from this experience  
   \**See the second page for the in-depth narrative description application review criteria.*

**Email completed application to**: [CAS+Suiter@uvm.edu](mailto:Cas+Suiter@uvm.edu)

**Or drop off/mail to**: College of Arts and Sciences Dean’s Office

438 College Street

Burlington, VT 05405

Name:

Student ID #: Department:

Local Home Mailing Address:

(*Do not use a campus office/lab address*)

Permanent Address:

Email: Phone:

Are you a Full-time CAS Student? Yes / No Graduate or undergraduate student?

Current cumulative grade point average (cumgpa): Expected date of graduation:

*Please note: applicants must be students in the College of Arts and Sciences at the time the travel occurs.*

Title of Presentation:

Name of Conference:

Conference Location: Conference Dates:

Are you giving an Oral Presentation? Yes / No   
Are you the principal/lead presenter? Yes / No

*Note: this does not mean you are the Principal Investigator  
of the research project, but the principal/lead presenter of   
your conference paper.*

Are you presenting a Poster? Yes / No

Has your presentation or poster been officially accepted? Yes / No

If not, when do you expect to know?

Sponsoring Faculty Member:

*Please note: faculty must be in the College of Arts and Sciences.*

Will your Faculty Mentor be attending the meeting with you? Yes / No   
If No, why not?

**Budget**

Total Trip Expense: $

Itemization of Total Trip Expense:

*Transportation* $

*Meals* $

*Lodging* $

*Conference Fees* $

*Other (specify)* $

Proposed Funding Sources:

*Suiter Prize Funds* $ ($1,000.00 max.)

*Other (specify)* $

*Other (specify)* $

Student’s Signature: Date:

**I am supportive of this request**.

Sponsoring Faculty Signature: Date:

Department Chair’s Signature: Date:

Print Name:

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| **Narrative Description Application Review Criteria** | |
| Type of Event | A description of the event is provided and type of contribution (poster, talk, other) is justified. |
| Scholarly Activity | A summary of research or other scholarly contribution is convincing and put in disciplinary context. |
| Style | The summary is understandable for a general audience. |
| Career Impacts | That the description of impact on the event on your career is convincing. |
| Mentoring | Faculty adviser will attend event/conference or mentor you otherwise. |
| Budget | Budget is justified and appropriate. |

*Updated February 12, 2019*