

Application Guidelines

AAS/SPD Thomas Metcalf Travel Awards

What is the Metcalf Travel Award Program?

The Thomas Metcalf Travel Award Program supports the participation of promising new solar and space physics researchers in domestic and international meetings. The program is administered by the Solar Physics Division (SPD) of the American Astronomical Society (AAS). Detailed information on the program, including eligibility, award conditions, and expected funding can be found at: http://spd.aas.org/spd_metcalf_travel.html.

Who should apply? and When?

The procedure begins with a proposal submitted by **meeting organizers** to the Metcalf Travel Award Committee (MTAC). Organizers of approved meetings then select the Metcalf Lecturers in consultation with the MTAC. Program deadlines are announced annually in SolarNews.

What is required in the application?

This proposal must contain the following section structure and information.

Proposal Contents (Total expected length 1-3 pages)

A) Meeting Logistics: This brief opening section should list the title of the meeting, the location and venue of the meeting, the dates of the meeting, the members of the scientific organizing committee (SOC), and the expected number of participants. Please include your email address.

B) Meeting Description and Scope: Briefly describe the scientific and technical objectives of the meeting and what it will cover. Please indicate how you think your meeting will benefit from the participation of a Metcalf Lecturer.

C) Requested funds: How much is requested (in US\$) and how will it be used? This section should provide a rationale for the amount of funding requested from the Metcalf program. Will the funds be used to support one Metcalf lecturer or more? Will other meeting funds be leveraged to provide additional support to the award recipients? Will registration fees be waived? This section should include a budget justification based on local hotel and per diem rates and estimates of travel expenses. Note that the funds are paid directly to the awardee(s) after the meeting and are not strictly a reimbursement.

D) Selection and Promotion of Metcalf Lecturers: This section should describe how you, as meeting organizers, will solicit applications for the Metcalf award from eligible recipients. Please indicate the criteria to be used for selecting the Metcalf lecturer(s) and describe how the award recipient(s) will be featured at the meeting. For example, will they be given an invited or keynote talk? Will they be identified as Metcalf lecturers in the meeting program?