

## SPD Policy for Administering the Thomas Metcalf Travel Awards

The Thomas Metcalf Travel Awards will support travel costs of recent PhDs and advanced graduate students to enable them to participate in a meeting relevant to solar physics. Awardees will be selected based on their potential for future contributions to the field of solar physics. Recipients will be expected to present results relevant to their thesis or current work in solar physics.

The Metcalf Travel Award Committee will administer the awards. The Chair of the SPD will appoint a member of the SPD Committee to serve as the chair of the MTAC. The SPD Chair will appoint three additional SPD members to serve on the MTAC. Incumbents will ordinarily serve staggered 3-year terms, with one new member appointed each year. MTAC members are eligible for re-appointment.

The Metcalf Travel Award Committee (MTAC) will

- Publicize the opportunity and determine the format of a brief (one or two page) application for meeting organizers. Details to be put on an SPD web page.
- Accept applications from organizers of meetings relevant to solar physics who wish to support travel expenses for recent PhD's and advanced students
- Once each year consider applications and choose which meetings to support. Depending on the applications and at the discretion of the MTAC, nominally select two meetings to receive support. No more than \$7000 will be distributed in any given year without prior approval of the SPD committee.
- The MTAC Chair will approve the awards recommended by the meeting organizers and inform the SPD Treasurer.
- The MTAC Chair will arrange to publish the names of the awardees, post their accepted meeting reports on the SPD web site, and authorize payment.

The Meeting Organizer will

- Indicate in their MTAC application how they plan to use the funds to maximize the impact on the field of solar physics.
- Once selected, broadly invite applications for Metcalf Travel Awards. Application forms should be brief, but include at least an abstract, CV, and letter of recommendation.
- Evaluate applications and select those that best fulfill the aims of the Metcalf Travel Award program and the meeting.
- Determine the amount of each award.
- Consult with the MTAC Chair and receive approval for the awards.
- Inform the awardees and invite them to present a talk or poster related to the meeting topic.

Awardees must

- Apply to the meeting organizer in the manner specified.
- Have been awarded their PhD within 4 years of the meeting date or be a student within one year of completing their degree.
- Be a regular, affiliate, or student member of the SPD.
- Not have received a Metcalf Travel Award in the past.
- Submit a one-page report to the MTAC Chair suitable for public distribution describing their contribution to the meeting.

The SPD Treasurer will

- Pay the awardees when informed by the MTAC Chair that the meeting report has been accepted.

The initial travel fund balance is approximately \$70,000. The duration of the named Metcalf Fund will be approximately 10 years. About \$7000 per year will be distributed until the contributed funds and accrued gains (or losses) are exhausted. Contributions to the Metcalf Travel Award fund will be accepted until the balance in the fund is exhausted.

Approved by the SPD Committee, June 2009.