

## TSOP SPACKMAN AWARD APPLICATION FORM

<b>APPLICANT CERTIFICATION</b>	
Family Name:	
Given Name(s):	
<i>I do hereby certify with my signature that I have reviewed this application in its entirety; it is complete as submitted, and all the information it contains are true and correct to the best of my knowledge.</i>	
Applicant's signature:	Date:

<b>RESEARCH SUPERVISOR'S ENDORSEMENT</b>	
Name of Research Supervisor:	
Phone <i>(include country and area code)</i> :	
Email:	
<i>I do hereby certify that (please initial each line and sign below):</i>	
	<i>I have read the attached "Summary of Investigation" and that it is the project that I am supervising.</i>
	<i>I have reviewed the attached Budget Proposal and agree with its estimates and justifications.</i>
	<i>I believe the applicant has the capability to fulfil the objectives of the stated research and successfully complete the degree program.</i>
Research Supervisor's signature:	Date:

<b>DEPARTMENTAL ENDORSEMENT</b>	
Printed Name of Department Chairman or Director's:	
Phone:	
E-mail address:	
<p style="text-align: center;"><i>I do hereby certify that the applicant is presently enrolled at this institution as a: (please check)</i></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Full-time</span> <span>Part-time</span> <span>Master's or equivalent</span> <span>PhD student</span> </div>	
<i>If the applicant receives a monetary award, I agree to notify TSOP of any change in the applicant's enrolment status during the ensuing 18-month award period.</i>	
Department Chairman or Director's signature:	Date:

**TSOP SPACKMAN AWARD  
APPLICATION FORM – PART 1**

<b>SECTION A. PERSONAL INFORMATION</b>	
Family Name:	
Given Name(s):	
Address:  University  Home	
Citizenship:	
Gender ( <i>optional</i> ):	
Phone ( <i>include country and area code</i> ):	
Email:	

<b>SECTION B. ACADEMIC INFORMATION</b>	
Present institution ( <i>add city and country</i> ):	
Department or discipline:	
Degree now being sought:	Anticipated graduation date:
Are you a 'full-time' graduate student as defined by your university?	Yes                      No
Previous degree(s): Date, Institution, Discipline	
Title of thesis project	
List of methods to be used (e.g. field work, microscopy, geochemistry)	
Significance of Project to Organic Petrology (one sentence):	
Percent of thesis project completed:	
Have you applied previously to the TSOP Spackman Award Program?	Yes                      No
If "yes", state the year:	
<i>Note that applicants who have previously been granted an award are not eligible to re-apply to the Spackman Award Program.</i>	

## **TSOP SPACKMAN AWARD APPLICATION FORM – PART 2**

### **INSTRUCTIONS**

Prepare each of the following sections (C-F) of your application as a **separate document**. Each section should be clearly titled and display your name. The format for all documents (except transcripts) should be 12-point font, single spaced, 2.5 cm (1 inch) margins all around.

*Note: Prior to preparing these sections, applicants are encouraged to review the “Application Evaluation Form” (see page 5-6) and “Procedure for Reviewing the Applications” (see page 7) that TSOP reviewers will be using to rank your proposal.*

### **SECTION C. VITA** (three pages maximum.)

The purpose of this section is to enhance the information you supplied above in Section B. You must clearly address each of the following areas:

- 1) Funding (past, present, and pending). Describe all internal and external financial support for your graduate studies, such as assistantships, scholarships, grants-in-aid; include dollar amounts.
- 2) Academic Awards and Honours (undergraduate and graduate, with dates and sources).
- 3) Non-academic Awards and Honours (with dates and sources).
- 4) Professional Work Experience (job title, employer, location, dates).
- 5) Other Work Experience (e.g.: volunteer, part-time) that demonstrate non-technical skills such as leadership, communication, teamwork etc. (job title, employer, location, dates).
- 6) Professional Activities (e.g.: society memberships, meetings attended, publications, presentations) that illustrate your involvement in the science beyond the classroom.
- 7) Other Activities and Interests (e.g.: clubs, civic organizations, community groups, hobbies).
- 8) Additional Information. Any other items that you believe will help the reviewers make decisions concerning your overall accomplishments and activities to date.

### **SECTION D. SUMMARY OF INVESTIGATION** (three pages maximum.)

Write a summary of your thesis research. You must clearly address each of the following areas: 1) statement of the problem including its scientific significance; 2) major hypothesis; 3) research plan; 4) applications and significance of organic petrology in solving the problem; and 5) current status of your research including summary of results (if any) so far.

### **SECTION E. BUDGET PROPOSAL AND JUSTIFICATION** (one page maximum.)

In a table, list the specific items (costed in US dollars) that you are requesting through the Spackman Award, and show the approximate dates for each expenditure item. (Grant money will be available immediately after the announcement of the Award and funds must be expended by the end of the following calendar year.) Add a brief narrative explaining how the proposed items will be utilized in your project, and how funding your request will add value (opportunities, data, etc.) to your research.

### **SECTION F. ACADEMIC TRANSCRIPTS**

Attach a copy of your post-graduate academic transcripts. If you have completed one year or less of post-graduate course work at the time of your application, include your undergraduate transcripts as well. (If your university does not issue transcripts, attach instead a signed statement from your research supervisor commenting in detail on your academic credentials.)

**TSOP SPACKMAN AWARD**  
**APPLICATION EVALUATION FORM – page 1 of 2**

<b>Applicant's name:</b>	
<b>Application</b> (choose one):	<p>is complete, professional appearing, and meets all guidelines concerning length and format  <i>(5 points)</i></p> <p>contains a few minor problems, but still a respectable document  <i>(3 points)</i></p> <p>is incomplete, or otherwise significantly flawed in regard to appearance or format  <i>(0 points)</i></p>
<b>Student status</b> (score each category as indicated):	<p>degree Sought: MS or equivalent <i>(5 points)</i>, PhD <i>(2 points)</i></p> <p>full-time student <i>(5 points)</i>, part-time student <i>(2 points)</i></p>
<b>Applicant's vita</b> (score each category as indicated):	<p>academic record <i>(0-5 points)</i> – review GPA, transcripts, awards, etc.</p> <p>professional work experience <i>(0-5 points)</i></p> <p>leadership/citizenship <i>(0-5 points)</i> – review other work experience, activities, awards, additional information, etc.</p> <p>overall strength of applicant <i>(0-10 points)</i> – from reviewer consideration of all submitted information in vita</p>
<b>Summary of thesis project</b> (score each category as indicated):	<p>statement of the problem <i>(0-5 points)</i> – clear, concise, and meaningful</p> <p>research plan/strategy <i>(0-5 points)</i> – logical order to testing hypothesis or meeting objectives, goals clear, attainable and appropriate to the degree program, research is likely to be completed within stated time frame</p> <p>overall scientific merit <i>(0-10 points)</i> – reviewer judgment as to scope, methods employed, originality and overall quality of proposal, including the significance and timeliness of the project, in the context of the degree being sought</p>

**TSOP SPACKMAN AWARD**  
**APPLICATION EVALUATION FORM – page 2 of 2**

<b>Applicant's name:</b>	
<b>Relevance to Organic Petrology</b> <i>(choose one, score as indicated):</i>	<p>Project has organic petrology as a central theme and will advance the science <b>(8-10 points)</b></p> <p>Project demonstrates a significant application of organic petrological technique(s) to a larger research problem <b>(4-6 points)</b></p> <p>Project has only a minor role for organic petrology <b>(0-3 points)</b></p>
<b>Budget Proposal and Justification</b> <i>(score each category as indicated):</i>	<p>Financial Merit <b>(0-5 points)</b> – budget is realistic and well-planned, within TSOP guidelines, and contains adequate justification for requested items.</p> <p>Value Added <b>(0-5 points)</b> – do the requested items contribute significantly to the research project? Are they beyond the normal scope of the applicant's present funding status?</p>

<b>TOTAL SCORE:</b> <i>(maximum is 80)</i>	
<b>Reviewer's name:</b>	
<b>Date:</b>	
<b>Comments:</b>	

## **TSOP SPACKMAN AWARD PROCEDURE FOR REVIEWING APPLICATIONS**

A subcommittee of at least three TSOP members (and/or external experts when needed) will independently review the pool of applications and score each of them according to the "Application Evaluation Form". The reviewers will be drawn from people who have no association with the host institution of any applicant. The points awarded in each category should be based on how well the individual compares to all others in the pool. Reviewers should also record their comments, questions, or concerns about specific applications on the evaluation form.

The TSOP Spackman Award Committee Chairperson will sum the numeric results received from all three reviewers in order to determine an overall ranking for each application. The Chairperson will inform the reviewers of the overall result and make recommendations at which time reviewers may be asked to hold further discussion. The Chairperson will then poll the reviewers and report their consensus decision and funding recommendations to TSOP Council for final approval.

Winners will be notified prior to the Annual Meeting and all applicants will be informed by email of the final status of their applications. No other information, such as specific scores, rankings, or written comments will be disclosed.

Awards will be announced formally and presented at the TSOP Annual Meeting during the Business Luncheon. The awards also will be announced in the TSOP Newsletter, which will publish the winners' submitted project summaries. At the conclusion of the research project, awardees are required to publish an extended summary in the TSOP Newsletter and will be encouraged to present their research results at a TSOP Annual Meeting.

Unsuccessful applicants are encouraged to re-apply to the Spackman Award Program. All applicants are eligible to apply for one year of TSOP Student Membership at no cost. Funds must be spent by the end of the calendar year following granting of the award, and an account of expenditure with copies of receipts should be provided by the end of that year (December 31, 2021 for awards granted in 2020).

*Last updated: January, 2021*

**NOT REQUIRED FOR APPLICATION. TO BE COMPLETED BY SUCCESSFUL APPLICANT AFTER THE AWARD**

**TSOP SPACKMAN AWARD  
ACCOUNTABILITY FORM – EXPENDITURE OF FUNDS**

All students who receive the Spackman Award are required to submit to the Chair of the TSOP Spackman Award Committee (1) this form and a document summarizing expenditure (with copies of receipts), and (2) a brief summary of the research resulting from the grant for publication in the TSOP Newsletter. These submissions are due by the end of the year following the grant award (December 31, 2022 for awards granted in 2021).

Please note the following conditions for expenditures (as described in the application): Monetary awards are to be applied to expenses directly related to the student's thesis work, such as field expenses, laboratory analyses, etc. A portion (not to exceed 25%) of the award funds may be used to attend a TSOP Annual Meeting. Funds should not be used to purchase capital equipment, to pay salaries, tuition, room, or board during the school year.

At the conclusion of the research project, awardees are required to publish an extended summary of their work in the TSOP Newsletter and will be encouraged to present their results at the TSOP Annual Meeting.

*Misuse of awarded funds, or failure to submit this form or a summary of the research for the TSOP Newsletter, will result in suspension of TSOP membership.*

Student name:		
Academic institution and address:		
Total amount of award received :		
Year award received:		
Budget:  <i>Please provide information, including copies of receipts or other documentation, showing how funds were spent.</i>	Field expenses:  Laboratory analyses:  Travel to TSOP Annual Meeting:  Other expenses (be specific):	
<i>If a portion of the funds are unspent, please state how and when the funds will be used.</i>		
Student's signature:	Date:	
Faculty advisor's signature:	Date:	