**LMA Student Bursary Award**

Checklist for applications

\_\_\_\_\_ Completed application form

* Supervisor’s signature
* Applicant’s signature

\_\_\_\_\_ Completed Abstract

* spelling/grammar correct
* minimal use of technical jargon

\_\_\_\_\_ Completed Significance Statement

* research significance
* relevance of conference to career
* any extenuating circumstances

\_\_\_\_\_ Name on every page

\_\_\_\_\_ Conference registration receipt

**DIRECTIONS FOR APPLICATION**

**LMA Student Bursary Award**

**Application**

*Incomplete applications will be automatically disqualified.* A completed application consists of

1. **Application Form** for LMA National Meeting 2017
2. **Abstract and Significance Statement** (see below for specifications). Use forms provided, and limit to 1 sheet each for your abstract and significance statement. Please fill in your name on the top of each page where indicated.

**Applications are due:** **December 19, 2016** ***No exceptions***.

**Where to turn in completed applications**

Applications can be submitted by Email to: Paul McMillan, mpj@unimelb.edu.au

**Eligibility**

Any LMA member who is *presenting* a paper or poster, as first author, at LMA National Meting 2017 is eligible to apply given the following restrictions:

(Note: second authors may be considered under extenuating circumstances outlined in the Significance Statement, if they too are presenting).

1. The research for this presentation must have been done while you were a student. You must be a current LMA student member, based in a non-victorian state.
2. You may only submit one award application for *one* presentation per competition. If you are giving multiple presentations at one conference, please apply with the stronger Abstract. If multiple presentations are given at one conference, it should be noted in the Significance Statement.
3. Only *one* person can be first author and be presenting a talk or poster. We will only accept *one* application per presentation. Preference will be given to applicants who are first authors on their Abstract. (See above)
4. You must show proof of attendance at the conference to receive award..
5. You are not eligible to apply for another LMA student bursary award if you have received and LMA student bursary award in the previous year.

**Application Form**

The application form is downloadable as a MS Word file. You may open the file in MS Word to type in answers. Alternatively, you can download the pdf version of the form, filled in by and scan it to a pdf file. Forms are accepted as word or pdf file if submitted electronically.

Be sure to include all parts of the application and answer *all* questions.  *Incomplete applications will be disqualified*. When completing the application form, use only the space provided. In order to increase the speed and efficiency with which these applications can be processed, we ask that you do not modify the application form. Applications that are noticeably modified will have points deducted or be disqualified. Opening the file in programs other than Word may alter the format of the application and will be subject to point deductions.

**Sign Application Form:** Any application that is not signed by the applicant and supervisor will be automatically disqualified. If your supervisor is unavailable for an extended period of time (e.g., on sabbatical), the application form may be signed by your department head or another committee member, but this should be noted on the application form.

**Abstract**

Please submit the same abstract submitted to the LMA national meeting. The Abstract should be ***no more than 250 words*** and ***should not exceed 1 page***. Please include all authors and their affiliations (not counted for words limit).

**Significance Statement**

Briefly indicate the significance of your research. Describe the significance of your attendance to this conference to your career. The Significance Statement should be ***no more than 200 words***.

\*\*\*Please note that the Abstract and Significance Statement will be evaluated partially on the quality of the applicant’s writing, so please use proper grammar, spelling and language.\*\*\*

**Judging**

* The judging committee consists of LMA executive subcommittee.
* Each application will be independently evaluated.
* Applicants may not serve as judges.
* The Abstract will be judged on grammar and spelling, structure, content, and quality of writing. Factors considered in judging the Abstract include a clear demonstration of the relevance to light and optical microscopy. Factors considered in judging the Significance Statement include the relevance of attending this conference to your career and the relevance of your research to light and optical microscopy. Other extenuating factors will be considered in evaluating the Significance Statement.
* Please note that while both the Abstract and the Significance Statement are important, the Abstract will be weighted more heavily in judging.

**LMA STUDENT BURSARY APPLICATION FORM**

Please print legibly or type

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Last Name:** |  |

|  |  |
| --- | --- |
| **University or Affiliation:** |  |

|  |  |
| --- | --- |
| **Email Address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phone#:** | **Daytime:** |  | **Mobile:** |  |

|  |  |
| --- | --- |
| **Title of Presentation:** |  |
|  | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you the first author?** | Yes / No |  |  |

|  |
| --- |
| **Will you be *presenting* this paper (i.e. giving the talk, standing at the poster, etc.)?** Yes / No |

**Supervisor Contact Information:**

|  |  |
| --- | --- |
| **University:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**Supervisor – Read and Sign:** I certify that I have read this travel grant application, including the budget, that the applicant is my student and is an LMA member in good standing, that all information in this application is accurate to the best of my knowledge and this student is likely to attend *and* present at this conference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor Name:** |  | | |
| **Supervisor Signature:** |  | **Date:** |  |

**Applicant - Read and Sign:** I certify that I have read and agree to the current rules and directions for the Student Bursary program and certify that all information I have provided in this application is accurate. I further grant permission to the LMA to verify my status as an LMA member in good standing and my eligibility for the Student Bursary Competition.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Signature:** |  | **Date:** |  |

***You must also submit your Abstract and a Significance Statement***

**Abstract:** **Limit to** **250 words**, single-spaced, Times New Roman, 12 point font. (Your abstract should fit on this page). Please include all authors and their affiliations (not counted for words limit)**Significance Statement**: **Limit to** **200 words**, single-spaced, Times New Roman, 12 point font. (Your statement should fit on this page).