**Sigma Theta Tau International Honor Society of Nursing Pi Chapter**

# **Scholarly Presentation Travel Award**

As part of its mission, Pi Chapter established this fund from membership dues to help its members offset the cost of making presentations at professional conferences. Four awards are available each academic semester (for a total of eight awards per year). There is no deadline date, as awards are given on a rolling, first-come, first-served basis.

## Applicant Criteria:

1. Current member of Pi Chapter, Sigma Theta Tau International
2. The presenting author of a poster or podium presentation accepted through a peer-reviewed process at a professional conference
3. May receive a maximum of one award every three years
4. A single award is granted for each abstract, i.e., co-authors on a single abstract cannot apply separately for this award.

## Procedures:

1. After receiving an acceptance letter (or email) from the conference planning committee, the applicant should complete the Scholarly Presentation Travel Award Application (see below) and submit it to the Chair of the Pi Chapter Research and Scholarship Committee.
2. The letter of acceptance must accompany the application.
3. The application must be submitted at least four weeks prior to the date of the presentation.
4. Applications are reviewed by the Research and Scholarship Committee as they are received (on a rolling basis) and awardees are selected on a first-come, first-served basis, using the criteria below.
5. Awardees will be notified by the Chair of the Research and Scholarship Committee via letter or email approximately one week after submission of the application.
6. Awardees are required to acknowledge Pi Chapter for this award in a PowerPoint slide if a podium presentation or on the poster if a poster presentation.
7. The award is given following the conference; to receive it, awardees must submit the following documents to the Chair of the Pi Chapter Research and Scholarship Committee within 30 days following the presentation:
	1. Original receipts totaling no more than the amount of the award (if receipts exceed $400, the maximum award of $400 will be given)
	2. Formal documentation of the presentation, e.g., copy of program page with awardee’s presentation listed
	3. Brief summary (500 words or less) of the presentation that can be included in the Pi Chapter newsletter
8. The Committee Chair will inform Pi Chapter Treasurer when documents are submitted, and the Treasurer will mail a check to award recipient.

## Review Criteria:

* The presentation must be a scholarly presentation.
* The applicant is the presenting author.
* The abstract must be accepted through a peer-review process.

Name:

# Scholarly Presentation Travel Award Application

Sigma Theta Tau International Membership Number: Address:

Preferred Phone Number: Fax Number: Email address:

Title of Presentation:

Type of Presentation: Poster Podium Other (specify): Sponsoring Organization of Conference:

Title and Brief Description of Conference:

Date of Conference: Location: Projected Expenses: Transportation:

Accommodations:

Registration fees:

Other: TOTAL

Have you received a Travel Award within the past 3 years?

Yes (If yes, give date.) No

Upon receipt of the Pi Chapter Scholarly Presentation Travel Award, I agree to provide the following documentation to the Chair of the Pi Chapter Research and Scholarship Committee:

1. Original receipts totaling no more than the amount of the award (receipts may go over $400, but the maximum award is $400)
2. Formal documentation of the presentation, e.g., copy of the program page with the presentation listed
3. A brief summary (no more than 500 words) of my presentation to be included in the Pi Chapter newsletter
4. Evidence of formal acknowledgement of the Pi Chapter award in PowerPoint or on poster

Applicant Signature Date

## Attach to the Application:

1. Evidence of acceptance as speaker/presenter (letter or email)
2. Abstract of presentation

## Send to:

Dorna P. Hairston, RN, PhD, NEA-BC

Chair, Research and Scholarship Committee

Pi Chapter, Sigma Theta Tau International

Email: dhairsto@jhmi.edu