Summary of Award

The Graduate Student Award is a merit-based award that supports attendance of AAAL graduate student members at the annual conference. The number of awards varies based on the availability of funds.

General Award Committee Policies

The Business Office will distribute the Conflict of Interest policy to award committee chairs and members annually, following submission of nominations. Chairs will include in reports to the Executive Committee whether any conflicts of interest were raised and how they were attended to by the committee.

At the discretion of the award committee, the award may or may not be presented during a given year. A reason not to make an award would be an insufficient number of nominations, or no nomination that meets the excellence expected.

The President of AAAL shall notify and congratulate award recipients and shall notify nominating parties.

The Chair of each award committee shall notify finalists and/or those not selected. This excepts the Distinguished Scholarship and Service and Outreach Awards. Nominees who are not selected for these awards shall not be notified of such due to the confidential nature of nominations.

All award winners will be announced:

- Immediately upon notification on the web site and
- In the AAALetter immediately before or after the Annual Conference.
The GSA Committee Purpose

The purpose of the Graduate Student Award Committee is to support attendance by student members of AAAL of the annual conference.

The GSA Committee Membership

The committee is made up of five members, including the chair. The chair is appointed by the First Vice President prior to the general business meeting at the annual conference and is normally a committee member who has served for at least one preceding year. The other members are appointed by the First Vice President in consultation with the chair in advance of the general business meeting at the annual conference. Graduate students may not serve on this committee unless they are a previous recipient of the award. It is encouraged for members to be prior Graduate Student Award recipients and required that at least one member be a prior winner.
Awards

The maximum dollar amount of the financial awards available for Graduate Student Awards will be recommended to the Executive Committee by the FFAL Board of Trustees by October 1st annually. The Graduate Student Awards Committee will allocate funds to winners on a need-based system with some, but not necessarily all, winners receiving a monetary award. The association waives the conference fees for all award recipients. The awards are presented to the students at the annual conference by the chair of the Graduate Student Award Committee at a plenary determined by the Conference Chair.

Responsibilities of the Chair of the Graduate Student Award Committee

Moderate and complete the review process at least two months prior to the conference (Conference proposal acceptances are sent in October/November.) including:

- Assign reviewers to applicants, ensuring avoidance of any conflicts of interest.
- Serve as third application reviewer if needed.
- Certify results.
- Determine which recipients receive which named award.
- Facilitate committee determination of the allocation of funds to award winners.
- Present the awards to the students at the annual conference at a plenary session determined by the First Vice President/Conference Chair.
- Submit a written report in time for the Executive Committee meeting held before the conference.
Procedures for Nomination: Eligibility Requirements

Applicants must be student members of AAAL at the time of application and enrolled in a university Masters or Ph.D. program in applied linguistics or a related field.

Eligibility to apply is based on the quality of an accepted proposal for a poster or paper. Only single authored individual submissions or sole student authors on colloquium papers are eligible for consideration. Previous award recipients are not eligible to submit. If recipients are unable to attend the conference, they will not receive the award.

Graduate students who are eligible to apply will be notified by early November and may submit their application once they have confirmed their intention to attend the conference.

The primary consideration in granting the award is the academic merit of the student’s proposal submitted to the conference. Upon completion of the strand review process, the Conference Chair will identify and supply to the Business Office the 20 top-scoring student proposals (of which at least three must be the top proposals from master’s students). The Business Office will add clarifying information about student status and will notify the Graduate Student Awards Committee Chair who will issue email letters inviting eligible students to a) send an online application and b) arrange for their academic advisor to send a letter of recommendation. Letters of invitation are sent out by early November. Students will be given approximately one month to submit application materials, with the specific deadline included in the Committee Chair’s invitation to apply.

The online application will include:

- This information will be made available to committee members by the conference chair.
  - Name; Institutional Affiliation; Masters, PhD or EdD
  - Abstract and summary of candidate’s accepted paper
- Biographical statement and Cover Letter: 250 word maximum
- Provide a statement regarding your degree program, your stage of graduate studies, including projected graduation date, and indicate involvement in teaching and research. In narrative form, describe your major research focus, including its interest to you and its relevance to the field. Provide information about contributions to the field of applied linguistics (if applicable) and your plans as a researcher or educator upon finishing the program. Do not list publications (they are part of your resume).
- Resume (publications, conference presentations/attendance): 1 page maximum
- Recommendations: 150 word maximum each
  - It is the student’s responsibility to arrange for his/her/their professor to submit a letter of recommendation by the application deadline. The letter should state the professor’s estimation of the student’s:
    - Academic work and promise in the field of applied linguistics
    - Personal attributes relevant to a career in applied linguistics
  - Personal attributes relevant to a career in teaching or research
- An indication of the estimated out of pocket travel cost for the student. This estimate should include amount of cost that would be self-funded, not paid for nor reimbursed by their institution. This estimate should exclude the conference registration fee. This information will not be made available to the GSA Committee until after the award winners are selected.
Procedures for Nomination: Selection Process

The criteria for evaluation will include:

- Applicant’s current scholarly contributions to the field of applied linguistics based upon the quality of the abstract.
- The applicant’s current scholarly contributions to the field of applied linguistics, based upon the cover letter, resume and recommendation.
- The applicant’s predicted future scholarly contributions to the field of applied linguistics.
- The applications are reviewed by the Committee and winners and alternates identified. At least two raters review each application.
- In case of a tie, a third rater will be assigned who may be the GSA chair.
- Winners are selected based on the committee’s ratings of the proposals, with the number of winners at the discretion of the GSA Committee based on the ratings of the applications. A minimum of 6 winners will be selected.
- After winners are selected, the GSA Committee will receive the information on financial support of the student and will allocate the available funds based on the articulated support/need of the student.
- Decisions are made and applicants are notified of the results by at least two months prior to the start of the conference. Winning applicants shall be notified by the AAAL President. Unsuccessful applicants shall be notified by the Chair of the Graduate Student Award Committee.
- Awardees are recognized before a plenary session early in the conference and in the program abstracts.
Nominations Processes

Applicants must be student members of AAAL at the time of application and enrolled in a university Master’s or Ph.D. program in applied linguistics or a related field. Eligibility to apply is based on the quality of an accepted proposal for a poster or paper. Only single authored individual submissions are eligible for consideration. Graduate students who are eligible to apply will be notified by the conference chair by early November and may submit their application once they have confirmed their intention to attend the conference. Previous award recipients are not eligible to submit. If recipients are unable to attend the conference, they will not receive the award.

The primary consideration in granting the award is the academic merit of the student’s proposal submitted to the conference. Please note that only individual submissions will be considered. Upon completion of the strand review process, the conference chair will identify the 20 top-scoring student proposals and will invite eligible students to a) send their applications and b) arrange for their academic advisor to send a letter of recommendation. Specific information about the application submission process will be distributed to the students eligible to apply. Letters of invitation are sent out by early November. The Graduate Student Awards Committee determines the awardees. They will be notified no later than mid-January.