



Guidelines for the
**Dr. Lee Allison Memorial
 Professional Development
 Award**



Offered by Assoc. for Women Geoscientists--Salt Lake Chapter and the AWWG Foundation

DESCRIPTION: One **\$800** cash award is intended to help defray the costs for a female professional geoscientist to participate in a specific professional development activity. The award is intended to encourage the applicant to pursue or enhance her career as a geoscientist. Qualified professional development activities include, but are not limited to: attending professional meetings, attending training courses, attending field trips in the applicant's chosen field of work, and professional testing and licensing fees. The committee will decide, based on the application, if the professional development activity qualifies for the award.

ELIGIBILITY: Eligible applicants are female Utah residents holding a bachelor's degree or higher in a geoscience field who have participated in, or who plan to participate in, a specific professional development activity between November 1, 2016 and October 31, 2017.

CRITERIA FOR AWARD: This award will be given based upon the applicability of the professional development activity to the applicant's chosen field of expertise and requested monetary amount.

COVERED EXPENSES: Most costs related to the activity that will be incurred by the applicant and would not be otherwise be covered by an employer or other funding source are eligible, including registration fees; travel, lodging and meals while attending the activity; licensing fees; and childcare expenses. Lost wages or salary for time away from work are NOT eligible.

TO APPLY: The applicant shall e-mail the following to janaewallace@utah.gov as a .PDF or Word file: (1) Identification of the professional development activity that the applicant is requesting reimbursement for, including dates; (2) a detailed description of expected or incurred costs up to the maximum award amount; (3) letter from the applicant explaining how the professional development activity will further her career or employability and a statement of why the applicant deserves the award; (4) registration form, summary schedule, or other documentation of the professional development activity from the organization hosting the activity; **(4) applicant's contact information (e-mail, mailing address, and phone number).**

APPLICATION DEADLINE: Applications must be received by **15 March 2017**.

DATE OF NOTIFICATION OF AWARD: On or before 24 March 2017.

AWARD DISTRIBUTION: Applicant will be reimbursed for expenses based on submittal of receipts.

RESPONSIBILITY OF AWARDEE: 1) The awardee is strongly encouraged to attend the Annual Silent Auction and Wine Tasting Scholarship Benefit on 25 March 2017 in Salt Lake City to accept her award. 2) The awardee is expected to submit a short article for the chapter newsletter.

QUESTIONS? Contact Janae Wallace (Office: 801-537-3387; janaewallace@utah.gov)