

Procedures and Guidelines for Student Awards (and Competition) Committee

Note: these guidelines are for the Awards Committee, not for students applying for awards.

Committee Composition:

- 1. The committee will have two co-chairs. One new co-chair will be selected from the committee members each year to ensure committee continuity.**
- 2. There will be a total of 7-9 members including the two co-chairs.**
- 3. Committee members will be selected for 3 year appointments.**

Committee Responsibilities:

1. Encourage participation in the NCB-ESA student awards and competition activities,
2. Receive and evaluate nomination packets of award nominees for:
 - J. H. Comstock Graduate Student Award
 - NCB Graduate Scholarship
3. Coordinate the student competition activities at the NCB-ESA annual meeting.

Committee Procedures:

1. Post J. H. Comstock Graduate Student Award "Call for Nominations" and NCB Graduate Scholarship "Call for Nominations" on the NCB Web Site and have Secretary-Treasurer send e-mail notice to all Branch members.
2. Write to heads of entomology departments at universities in the NCB (and other entomological leaders) requesting student entries for the John H. Comstock Award and the NCB Graduate Scholarship. First announcement should be sent by October. Following is a list of the Entomology departments in the NCB:

Dept. of Entomology, The Ohio State University, Columbus, OH 43210
Dept. of Entomology, Ohio Agr. Res. Dev. Center, Wooster, OH 44691
Dept. of Entomology, University of Wisconsin, Madison, WI 53706
Dept. of Entomology, Purdue University, West Lafayette, IN 47907-1158
Dept. of Entomology, University of Kentucky, Lexington, KY 40546-0091
Dept. of Entomology, Colorado State University, Fort Collins, CO 80523
Dept. of Entomology, Michigan State University, East Lansing, MI 48824-1115
Dept. of Entomology, University of Minnesota, St. Paul, MN 55108-1385
Dept. of Entomology, University of Missouri, Columbia, MO 65211
Dept. of Entomology, University of Nebraska, Lincoln, NE 68583-0816
Dept. of Entomology, Kansas State University, Manhattan, KS 66505-4004
Dept. of Entomology, North Dakota State University, Fargo, ND 58105
Dept. of Entomology, Iowa State University, Ames, IA 50011
Dept. of Entomology, University of Illinois; Urbana, IL 61801
Dept. of Plant Science, South Dakota State University, Brookings, SD
Illinois Natural History Survey, Champaign, IL 61801

Dept. of Entomology, University of Manitoba, Winnipeg, Manitoba, Canada R3T 2N2

3. Set "cut-off" date for accepting nomination packets for the John H. Comstock Award and the NCB Graduate Scholarship at January 31.
 - a. Do not accept incomplete packets
 - b. Do not assemble packets for the person making the nomination. That is his or her responsibility.
4. Send the appropriate awards packets to the Awards Committee on the indicated dates.
 - a. John H. Comstock Award – January 31 - response by February 15.
 - b. NCB Graduate Scholarship – January 31 - response by February 15.
 - c. All judges will be sent an excel file with the evaluation form.
5. Tabulate committee responses and notify the appropriate National or NCB officials by the indicated dates:
 - a. John H. Comstock Award - February 18; National ESA Executive Director
 - b. NCB Graduate Scholarship - February 18; NCB President
 - c. Notify the graduate student nominees of the committees' decisions
6. The Chair of the Graduate Student Awards Committee and the Program Chair must work together to ensure that students who submit an application for the award paper competition have also submitted the "Call for Papers" form. Committee should try to implement online application.
7. Awards Committee member responsibilities
 - a. Encourage participation in NCB-ESA awards activities
 - b. Evaluate nomination packets of Awards nominees.
 - c. Participate as judge in the student oral and poster presentation competition at the annual NCB-ESA meetings. If members cannot attend the meeting they need to find a replacement to serve as judge.
8. Oral presentation and poster competition
 - a. In NCB-ESA meeting registration form there should be an option for people to volunteer as judges (the time of the competition will be included, usually Monday). Judges will be selected from those volunteering.
 - b. If more judges are needed a message will be sent to NCB-ESA members requesting their help. This message should be sent 2-3 weeks before the meeting.
 - c. All judges will be provided an excel file containing the names, times, location and abstract links to the presentations and poster submitted for competition. This file will also contain the evaluation forms.
 - d. All evaluation forms need to be posted on the web site so students learn in advance how they will be evaluated.
 - e. All judges would make arrangements to meet previous to the competition to clarify procedures.
 - f. The committee chair (co-chair) will collect forms and tabulate the results of the competition on Monday evening and will report results on Tuesday morning. In addition, the chair will be responsible to print the certificates

(ppt file with format will be provided) and to include the names of the winners in the dinner award's flyer. The chair will contact the president and secretary/treasurer to prepare checks and sign certificates before the dinner.

- g. The chair (co-chair) will introduce winners during the dinner award ceremony.
9. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President shortly after the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines. Also, the chair will provide the names of the awardees so they can be posted on the web site.