

The Entomological Society of America, Eastern Branch

**John Henry Comstock
&
Asa Fitch Memorial
Graduate Student Awards**

**Nomination Procedures
(revised 09/07)**

Introduction

The Eastern Branch of the Entomological Society of America (EB-ESA) recognizes outstanding graduate students each year through the presentation of two awards: The John Henry Comstock Award and the Asa Fitch Memorial Award. The Comstock Award is sponsored by the ESA and is given to an outstanding graduate (usually Ph. D. level) student from each branch of the ESA. The award consists of an all-expense paid trip to the ESA national meeting (ESA registers and accommodates the awardee, reimburses the travel and limited per diem expenses), \$100 in cash, and a certificate. The Asa Fitch Award is sponsored by the Eastern Branch of the ESA and is given to an outstanding Masters level graduate student. The award consists of \$100 in cash and a certificate. In addition, both recipients will be recognized, and are asked to give a 25-minute research presentation in the student-sponsored symposium at the Annual Meeting of the Eastern Branch, ESA.

The Representatives of the Student Affairs Committee (SAC) select recipients of both awards. **Selection is based on three broad criteria: 1) scientific quality of research, 2) publications and presentations, and 3) involvement in professional activities.** Candidates for both awards are to be judged on the merits of their achievements while conducting graduate studies. The judging committee will not consider accomplishments attained prior to graduate study or between graduate level degrees.

Eligibility Requirements for the Awards

John Henry Comstock Award

1. The student must be a member of the ESA.
2. The student must be pursuing or have recently completed a graduate degree in entomology.
3. The student must not have graduated more than one year prior to the award deadline (November).
4. An active member returning for graduate study is eligible if membership status has changed from full member to student member within two years of resuming study.

Asa Fitch Memorial Award

1. The student must be a member of the Eastern Branch of the ESA
2. The student must be pursuing or have recently completed a Masters level degree in entomology.
3. The student must not have graduated more than one year prior to the award deadline (November).
4. An active ESA member returning for graduate study is eligible if membership status has changed from full member to student member within two years of resuming study.

Protocol for Soliciting Nominations

1. Any member of the EB-ESA may nominate a graduate student in entomology for an award. Self-nominations are welcomed, but approval needs to be made from a departmental student awards committee or department head.
2. Only one qualified nominee may submit an application packet for each award from any one department. If the awards committee feels that two qualified applicants exist from one department, approval needs to be made by the Chair of the SAC. A letter from the awards committee justifying two applications needs to be received by the Chair of the SAC prior to the application deadline.
3. Every eligible student should be given the opportunity to apply for the awards and should know whom to contact within his or her department for nomination materials and procedures. This could be done by way of posted notices, and/or announcements during seminars.
4. If a nomination committee is formed within a department, students should be allowed to approach the committee and ask to be considered for the award. If a nomination comes as a result of committee action, this should be mentioned in one of the recommendation letters or as part of the nominee's cover letter if desired.

Award Selection Procedures

1. Nomination instruction packet file is available at any time from the Chair of the Student Affairs Committee, Eastern Branch, ESA.
2. Nomination instruction file is sent to Entomology Departments in the Eastern Branch, usually in care of the departmental representative to the SAC, EB-ESA.
3. Completed nomination packet files are submitted electronically to the chair of the SAC, postmarked by the deadline. Incomplete packets will be returned to the sender, and if not resubmitted in a complete format by the deadline, they will be dropped from consideration.
4. Nomination packet files are then sent electronically to each SAC member for evaluation.
5. Award nominations are evaluated based on three broad criteria: 1) scientific quality of research work, 2) publications and presentations, and 3) involvement in professional activities. Candidates for both awards are to be judged on the merits of their achievements while conducting graduate studies. The judging committee will not consider accomplishments attained prior to graduate study or between graduate level degrees.
6. The committee reserves the right to reject nominees that are ineligible, unqualified, or whom have improperly submitted the nomination packet. The committee will only consider those nominees selected by their department's award selection committee (or approved by the department head if such a committee does not exist); additional applications from that school will be rejected.
7. Each SAC committee member will submit to the chair, in rank order, the evaluation of all nominees. Guidelines for evaluation are:
 - A. Rank all nominees for an award: (first = 1, second = 2, third = 3, etc...). If a committee member feels that no candidate is qualified, then a rank of "no award" is given.
 - B. After all evaluations are submitted to the chair, the nominee receiving the lowest cumulative ranking will be declared the recipient of the award.
 - C. In the event of a tie, those nominations involved in the tie will be re-submitted to the committee for re-evaluation and re-ranking.
 - D. In the event of a 2nd tie, the chair will determine the winner.
 - E. If a committee representative is nominated for one of the awards, he/she shall select another student in his/her department to rank the nominations.
8. Each awardee will be informed of the results as soon as possible after the rankings have been submitted.
9. The SAC Chair will submit to the Eastern Branch officers the names and addresses of each recipient. A copy of each awardee's nomination packet, including biography and photograph, will be submitted along with this letter.
- 10.** The SAC Chair will submit the biography and picture of the winner of the John H. Comstock Award to the Entomological Society of America Awards Committee prior to August.

**John Henry Comstock Award & Asa Fitch Memorial Award
Application Procedures**

I. Cover letter (1 page maximum)

Written by the nominee expressing why he/she is qualified for the award. The nominee may wish to call the committee's attention to particular sections of the supporting documents

II. Curriculum vitae or resume including each of the following in the order specified:

A. Personal information:

- Name, present position, address, phone number

B. Education:

- Beginning with undergraduate institution, list the date, degree, institution, thesis title, advisor's name, and GPA (based on a 0-4 scale) of all institutions attended
- Include official transcripts of graduate records only. Student copies of official transcripts permitted.

C. Employment:

- List relevant jobs/positions held during graduate studies and a brief summary of responsibilities.

D. Publications:

- List all publications in chronological order. If not senior author, the nominee must describe his/her contribution to the work.
 1. Refereed Publications:
Nominee should place an asterisk by the one publication in which he/she considers to be his/her greatest contribution to entomology. Include a photocopy of the abstract of this publication in the packet.
 2. Non-Refereed Publications:
Do not include published abstracts of presentations.
 3. In Press:
Only include those publications that have actually been accepted by a journal. Please include a photocopy of the acceptance letter.

E. Presentations:

- Include title and type of presentation. If not senior author, the nominee must describe his/her contribution to the work.

F. Research Support:

- List all grant proposals, cooperative agreements, and competitive fellowships funded. Include agency, amount, and duration of support.

G. Thesis or Dissertation Research:

- Include title and abstract (2 page maximum).

H. Non-thesis Research and Extension Experience:

- Include any additional research or extension experience not indicated by publications or presentations.

I. Professional Society Memberships:

- Include dates and any offices held.

J. Committee Service:

- List all departmental, university, and professional committee service.

K. Teaching Experience:

- List all teaching experience and include a brief outline of responsibilities.

L. Honors & Awards:

- List all honors and awards received while a graduate student

III. Letters of Recommendation

- Include 3 letters of recommendation based on applicant's strengths in the following areas:
 1. Scholarship
 2. Scientific contributions
 3. Departmental contributions

IV. Letter of Authenticity

The last page of the application must include a form letter that attests to the nominee's eligibility and authenticity of the supporting documentation. This letter must be signed by the nominee's major professor or department head and should be signed only after that person has reviewed the documentation that will be submitted. This letter should also state if the nominee has been selected by the departmental awards committee.

V. Brief Biography and Photo

In order to insure that biographies and photographs of the winners are received prior to the printing deadline of the program of the Eastern Branch Meeting, applicants should submit one copy of a 200 word or less biography and a current photograph.

The photograph and biography will be seen only by the chairman of the Student Affairs Committee and **will not be used in the judging process.**

File Specifications

- Only PDF (Adobe Portable Document Format) and RTF (Rich Text Format) files will be accepted. In addition, the photograph can be a TIF or JPG graphic file. Files created on either PC or MAC platforms will be accepted. Please make sure all letters, transcripts, and images are scanned and can be clearly read on a computer screen.
- Font size for text may not be smaller than 10 point.
- A nomination package may contain no more than 2 files, and the size of each file must not exceed 5 MB. One file must be a single PDF document containing all application material (excluding the photograph and biography) with the remaining file being the nominee's photograph (TIFF or JPG) and biography (Rich Text Format) included as a single file. Because application materials contain sensitive information, packets must be compiled and submitted by the nominee's department directly.

Please request electronic application packet to be sent by **November 9, 2007** to Ezra Schwartzberg egs10@psu.edu

All award nominations must be submitted electronically as Adobe PDF (Portable Document Format) or MS Word file(s), **not to exceed 20 pages** for the entire nomination document with a minimum font size of 10 point. *Paper nominations will no longer be accepted.* A single nomination packet should consist of an e-mail describing the attached files and the attached files themselves. Documents such as letters and transcripts must be scanned and included in the single PDF file at a resolution that allows them to be read.

Please send photograph and biography as a separate file.

If electronic submission is not possible, please contact:

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