

CABA-ACAB Student Field School & Training Course Bursary Information & Guidelines

Preamble:

The CABA-ACAB Student Field School & Training Course Bursary is a funding opportunity available to undergraduate and graduate students participating in national and international field programs or training courses related to biological anthropology. As an organization, CABA-ACAB takes pride in its large and vibrant student membership and, as such, this bursary is meant to offset some of the costs associated with these important experiential opportunities for our student membership. Two bursaries will be awarded each year, one at the undergraduate level and one at the graduate level. Applications will be adjudicated based on the quality of the proposal, its relevance to the student's academic interests, and the budget justification. Any EDI applicants will be prioritized. All successful applicants are required to provide a written report to the CABA-ACAB membership on their experience to be published in the fall membership newsletter.

Application deadline:

April 29, 2022

Bursary amount:

1 undergraduate award - \$500

1 graduate award - \$500

Eligibility:

- Must be a current CABA-ACAB student member (this will be confirmed with the secretary/treasurer at the time of application adjudication)
- Bursaries will only be awarded once at either the graduate or undergraduate level.
- Enrolled full-time or part-time in a Canadian institution (university, college, etc.) at the undergraduate or graduate level
- Commit to providing a short report (500-1000 words) on the opportunity for the Fall 2022 CABA-ACAB newsletter

How to apply:

Applications can be submitted in English or French and must be submitted as a PDF to (fstbursary@caba-acab.net) on or before April 29, 2022, and include the following:

- Completed application form
- Unofficial transcript from current institution
- 1 page proposal with a description of the field school or research experience, how it will benefit your biological anthropology education, and what you hope to gain from the experience
- Budget and justification (i.e., travel costs, accommodations, program fees)
- Confirmation of registration in field school or letter from program director confirming participation (e.g., email acceptance, letter from field/lab supervisor)
- Curriculum vitae

Award announcement:

May 15, 2022 with half payment to be provided by June 1, 2022 and the additional half after completion of the field school or training course.

Review committee:

The review committee will be made up of five CABA-ACAB members. Three faculty members, the student representative, and one member from the EDI committee.

Other

- Upon completion of the field school or training course, the student must provide a certificate of completion or letter from the program director confirming the field school or training course was completed before the second half of the bursary will be released.
- If a student is awarded the funds but does not complete the field program, they will be required to repay CABA-ACAB with their membership suspended until a full repayment is made.
- If a student does not complete the required CABA-ACAB newsletter report, they will be ineligible for other CABA-ACAB supports (i.e., Shelley Saunders grant, travel reimbursements, etc.).
- If funds cannot be allocated to suitable candidates in either the undergraduate or graduate category, then both awards can be given in the same student category.

**CABA-ACAB Student Field School & Training Course Bursary
Application Form**

Name:

Mailing address:

Email:

Phone number:

Current degree program and institution:

Name of the field school or training course:

Dates:

Location:

Affiliated institution:

Program director name:

Program director email:

Program website link:

I am a CABA-ACAB member in good standing (i.e., student fees are paid for 2022):

- Yes
- No

If awarded these funds, I commit to providing a written report of my experience for the fall CABA-ACAB newsletter

_____ (student initials)

Voluntary equity group information:

Are you a member of any one or more of the following equity-deserving groups? (Please select all that apply):

- Indigenous Peoples
- Visible Minority, Racialized Person, Person of Colour
- Person with a disability and/or disabled person
- Women
- Gender and/or sexual minorities, 2SLGBTQIA+
- First-generation student (you are the first member of your immediate family to attend post-secondary education)

Decline to respond

Date:

Signature:

Note: The personal information shared in this application will be used for adjudication purposes only and will not be distributed beyond the adjudication committee. All applications will be deleted at the end of each funding cycle (calendar year).

**CABA – ACAB
Student Field School & Training Course Bursary
Adjudication Guidelines**

NAME: _____ **RANK/SCORE:** _____

Eligibility Criteria	Meets Requirement (YES/NO; or as appropriate)
Current CABA-ACAB student member	
Current graduate or undergraduate student at Canadian institution (indicate where)	
Committed to providing a short report (500-1000 words) for the Fall 2022 newsletter	

Application Materials	Received
Unofficial transcript	
Completed application form	
Confirmation of registration in field school/course	
CV	

EQUITY, DIVERSITY & INCLUSION

- Does the applicant identify with one of the EDI groups? YES or NO
 - If so, please prioritize their application. If an EDI applicant ranks the same as a non-EDI applicant, the bursary should be awarded to the EDI applicant

PROPOSAL (4)

- Clearly describes field school/training course
- Clearly outlines how the field school/training course will benefit their biological anthropology education & what they hope to gain from the experience
 - well aligned with education path (or goals)/experience
 - provides an explanation if opportunity deviates from current educational/experiential track

BUDGET JUSTIFICATION (4)

- Indication of total cost of field school/training course
- Includes travel, accommodation, per diem/food as relevant
- Cost of each component is well justified (i.e., cost of flight; Airbnb vs hotel etc.)

WRITING & GRAMMAR (2)

- Writing is clear with evidence of thought development about relevance/importance
- Ideas are well connected and sections flow well

- Written in appropriate academic style – not rambling or repetitious, no colloquialisms, no contractions, with few awkward or run-on sentences & typos

THINGS TO CONSIDER

- Has the student already completed a similar course; if so when (i.e., years ago vs recently)?
- Is it possible this is the last chance a student could take the course? (i.e., they are in their last year of their program? And/or the opportunity is not offered frequently?)
- If the course/field school does not align with their current CV/transcript, do they do a good job of explaining its relevance?