

OPDMC Travel Scholarship Committee
2019 Terms of Reference

Committee Purpose

The OPDMC Travel Scholarship Committee exists to administer the OPDMC Travel Scholarship. Responsibilities of the committee include, but are not limited to: reviewing and altering the scholarship guidelines, as required; soliciting industry contributions to the scholarship fund; calling for applications to the fund; reviewing applications and selecting the successful scholarship applicants; and, working with the OPDMC Treasurer to ensure transparent and responsible fund management.

Committee Composition and Structure

1. The Travel Scholarship Committee will be composed of volunteers from the OPDMC membership.
2. The Travel Scholarship Committee should be composed of the following representatives:
 - a) two industry business representatives;
 - b) two academic representatives;
 - c) two field consultant/advisor representatives; and,
 - d) one student representative.
3. The term length for all committee members, except the student representative, is three years.
4. Two of the six main committee members will be replaced each year to provide continuity on the committee.

Student Representation

As this is a scholarship for students, there is a desire to have a student perspective on the scholarship committee, without: a) compromising a student's ability to apply for the scholarship, or b) having the student involved in the selection process.

5. The student representative will be appointed annually, ideally with a student who plans to attend the next year's meeting.
6. The student representative will not participate in the awardee selection process.

Committee Procedures

7. A chair will be selected, annually, by the committee members.
8. Procedural issues should be decided by consensus, but if necessary, can be decided by a simple majority of votes.
9. The Chair may vote on all issues.

Donations to the Scholarship

10. Donations for the scholarship will be accepted in any amount.
11. Donations will be accepted until one week after the Scholarship application deadline to allow sufficient time for the committee to calculate the total scholarships available for that year and arrange for donor recognition.
12. Donations to the travel scholarship will be recognized in the conference program, as well as in the opening and closing business meetings.
13. Donations will be recognized in the following categories:
 - a) Bronze – up to \$250
 - b) Silver - \$251-500
 - c) Gold - \$501 and up
14. If enough qualified students have applied, the entirety of that year's donations will be awarded.
15. If there are not enough applicants, or the committee otherwise deems it necessary, donations may be carried over to a future year in accordance with the financial requirements of the OPDMC and its not-for-profit status.

Scholarship Details

16. The number and value of scholarships awarded each year will be based on the amount of donations received in that year.
17. A student who received a scholarship in one year may reapply and receive a scholarship in subsequent years.
18. Scholarship amounts may vary based on the travel costs of the student—that is a student from the east may be awarded more than a student from the west.
19. Scholarship awardees must present either a poster or oral presentation at the conference.
20. Awardees must attend the full conference to receive their scholarship funds.
21. Cheques will be handed out at the closing business meeting.

Awardee Selection

22. All student applications should be submitted to the designated scholarship email address.

23. The Chair, or other committee appointee, shall remove personal identifiers from the application before circulating them to the committee for blind review.
24. The committee will blind review and rank the student applications on the basis of the merit, with attention paid to (not necessarily in this order) scientific rigor of the abstract and strength of statement of interest.