

**Association for Social Anthropology in Oceania**  
**Pacific Islands Scholars Fund**  
**TRAVEL AWARDS – 2012 (Portland, Oregon, February 7–12)**  
**INFORMATION AND INSTRUCTIONS**

Please send completed and signed form, your airfare quote, an abstract or proposal for your paper or presentation, and three supporting letters by October 1, 2011 to:

Judith Schachter, PISF Committee Chair Department of History, 240 Baker Hall Carnegie Mellon University, Pittsburgh, PA 15213 USA	email: <a href="mailto:jm1e@andrew.cmu.edu">jm1e@andrew.cmu.edu</a> telephone: +01 412-268-3239 fax: +01 412-268-1019
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**Award Information and Award Requirements**

ASAO sponsors two types of awards to assist Pacific Island Scholars in attending ASAO meetings: Travel Awards and Mini-grants. This application form is for Travel Awards. Mini-grants (offering registration fee waivers and one-year complimentary membership in the association) have their own forms, available on the ASAO web site.

**PISF Travel Awards**

PISF Travel Awards provide scholars with full or partial round-trip airfare, cover conference registration fees, and one year's ASAO membership. The travel award for 2012 may also include a stipend of up to US\$200 toward the cost of lodging at the conference hotel. Meals, ground transportation and incidentals are not covered by the award. Awardees are responsible for making their own air and hotel reservations and purchasing their own tickets, or arranging for someone they know to help with this. Airfare reimbursement for the amount indicated in the award letter and lodging reimbursement will be provided at the ASAO meeting upon presentation of a copy of the awardee's complete itinerary and air and lodging receipts to ASAO Treasurer Mary McCutcheon.

PISF awardees should plan to attend the entire ASAO meeting, including the Opening Plenary and, ideally, the Closing Plenary session. PISF awards are also contingent on awardees fulfilling session requirements, including meeting deadlines set by session organizers for submission of abstracts or completed papers. Acceptance of a Travel Award must be confirmed by awardees to the PISF chair by December 15 or the award will be cancelled and offered to another applicant.

**INSTRUCTIONS**

- I) Fill in the two-page application form below.
- II) Send this two page form (electronically is preferred, mail is fine) and attachments (airfare quote and abstract or proposal) by the November 1 deadline to Judith Schachter, address above. PLEASE DO NOT SEND IN THE INSTRUCTION PAGES.
- III) Send by the deadline three (3) supporting letters:
  1. Your own signed letter of application. Tell the committee about yourself, your background, your current position, and your proposed contribution to the session. Explain how this session fits into your professional development and current work. This letter is a major part of your application. Please include enough detail to help the committee assess your proposal.
  2. Letter from your Session Organizer. Ask your session organizer to write a letter in support of your application. Please send the following checklist to your session organizer for her/his letter:

- Topic of session;
- Type of session (informal, working, symposium);
- Applicant's topic and contribution to the session;
- Assessment of applicant's qualifications, proposal for session, and scholarship;
- Potential of applicant to continue in subsequent sessions;
- Expectations for future of the session.

This letter can be emailed or sent by you or by the session organizer, but must reach the PISF Chair by the October 1 deadline.

3. Letter from Advisor or Professional Colleague. If you are a professional, this letter should come from a department chair, dean, or other similar senior colleague. If you are a graduate student, it should be from your principal advisor. This letter should address your potential contribution to the ASAO session and how your participation will fit into your professional development.

Please see that the complete set of application materials reaches the PISF Chair by the October 1 deadline. Email or electronic submissions are acceptable and letters of support can be scanned or provided in PDF format. Fax and mail are also acceptable. Incomplete applications, including those that are missing supporting letters, cannot be considered for awards.

#### CHECKLIST

A complete application will consist of:

- the 2-page application form (or equivalent in electronic form)
- your abstract or proposal for your contribution to the ASAO session
- three letters, the first being your own letter, the others letters of support. Support letters may be sent electronically without signature, but in this case should be followed by a mailed original letter. A scanned letter with signature is also fine.
- supporting letters have been sent by recommenders or are enclosed here.
- a travel price quote—this is helpful to the committee in determining the amount of the award.

#### **Applications must be received by October 1, 2011**

Notification will be made to awardees by November 15, 2011. Awards must be accepted by December 15, 2011.

#### **INSTRUCTIONS FOR FILLING IN APPLICATION FORM**

The application form can be filled in within Acrobat Reader and saved as a pdf document to your computer. It can be printed as is (without information), or filled out and then printed. The following options are available for completing the form and getting it to the PISF Committee:

1. **Preferred option:** Fill out the form in Acrobat Reader. Under the File menu in Acrobat Reader choose "Attach to email" and send to Judith Schachter <[jm1e@andrew.cmu.edu](mailto:jm1e@andrew.cmu.edu)> Be sure to mail supporting documents to Judith at her postal address:

Judith Schachter, PISF Committee Chair, Department of History, 240 Baker Hall, Carnegie Mellon University, Pittsburgh, PA 15213, USA

2. **Second Option:** Fill out the form in Acrobat Reader, save it to your computer and print it out. Send the printed form, along with supporting documents, to Judith Schachter at the above address.

3. **Third option:** Print out the form and fill it out by hand (Please Print) or by typewriter. Send the form along with supporting documents to Judith Schachter at the above address.