

Template for Travel Fellowships

The following is the template we use to create a Google form for applicants seeking to secure the WHPC Travel Fellowship for the ISC or SC conferences, respectively. Following this template is the scoring template we utilise with our review team.

Women in HPC - [Conference Name] Travel Fellowship Application

Congratulations on the acceptance of your [poster/talk] to our [Session/Program]! As one of our [Authors/Speakers] you now have the opportunity to apply for one of our Travel Fellowships!

Thanks to our supporters we are delighted to provide reimbursable travel fellowships of up to [£Home Currency (approximately €In local currency, if applicable)] for [number] of our [Speakers/Authors]. This fellowship can be used for travel and accommodation needs including flights/trains, hotels, conference passes, food and drink.

How the WHPC Travel Fellowship works

Successful fellowship recipients will need to submit an expense claim form with the receipts/proof of purchase to our treasurer once the conference comes to a close. This can be up to the amount of [£Home Currency (approximately €In local currency, if applicable)] .

How to apply

Please fill in your details below and, in your own words, tell us why we should select you for the fellowship. We will weigh your personal statement against your abstract submission in an equal score. From this up to [number] individuals will be selected for the WHPC Travel Fellowship.

[[Additional Opportunities - If Applicable]]

Successful Travel Fellows will also receive the option to accept two additional opportunities:

- Opportunity to present their poster at the WHPC Tech Talks on Tuesday, June 10th (5 minutes)
- Opportunity to meet and be interviewed by WHPC Media Supporters: insideHPC and/or HPCwire

FAQ

What is a personal statement?

A personal statement is a 2-4 paragraph statement on why you, and an individual, should be selected as our WHPC Travel Fellow. This statement can include (but is not limited) to the following areas expressed:

- Your area of study/work/research (career/study history).
- Your volunteer experience within or related to the HPC community.
- The direct benefits you will receive by attending.
- Your intended outcomes from attending in regards to personal/professional development.
- Personal insights or reflections on being part of Women in HPC (WHPC).

What makes up a good personal statement?

We find that those who best express their passion for the field of HPC coupled with what they hope to achieve as travel fellows and representatives of our community to be the most complete and successful statements.

[If Applicable - examples are nice! If you would like to see last year's Travel Fellows [here is our press release.](#)]

Do you weigh statements for those who cannot attend [\[conference\]](#) without the travel fellowship higher?

There are two key factors that go into our selection process:

1. Their overall talk submissions score and
2. Their personal statement.

Only in the event of a tiebreaker score of the two factors will we weigh those who cannot attend [\[conference\]](#) without the travel fellowship higher.

[If applicable: Am I obligated to accept the additional opportunities?

No! You are welcome to decline one or more additional opportunities.]

Deadline for applications: [\[DATE\]](#)

Terms and Conditions

WHPC Travel Fellowship

The fellowship is being handled by the University of Edinburgh and is subject to the terms and conditions which you will need to accept if you are successful in our application. If you are unsure of an item you would like to expense, or have more questions in regards to the fellowship, please contact info@womeninhpc.org.

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1. What is your name?
 2. What email address can we contact you at?
 3. What is your affiliation? (ie. University, Institution, Commercial Entity)
 4. If you are unsuccessful in your application for the bursary will you still be able to travel to and participate in ISC25 in Hamburg, Germany?
 - a. YES/NO
 5. I have read and reviewed the travel fellowship claims form and accept the terms and conditions of the WHPC Fellowship as written on pages 4-5: [Terms and Conditions](#) (we attach the EPCC Terms and Conditions here)

6. What is the title of your abstract? ([Links to the score for their technical/poster/talk submission](#))
7. In your own words, why should you be selected as a Women in HPC Travel Fellow for ISC25?

Scoring for Travel Fellowships

The following is the scoring template we use for the Travel Fellowships. Note, we try not to make the review too complicated - however - from experience we can say that feedback is often valued and that individuals have been successful in securing future Travel Fellowships based on receiving input from reviewers!

Thank you for agreeing to review and score the Travel Fellowship Applications for [\[conference\]](#).

Responses Due Date: [\[DATE\]](#)

We are pleased to present five personal statements from members of our cohort of successful [\[authors/speakers\]](#). Your task is to read each statement and provide a score based on your assessment.

These scores will be averaged with the applicants' poster scores. The highest-scoring individuals will be selected as recipients of this year's WHPCx[\[conference\]](#) Travel Fellowship. In the event of a tie, financial need will be used as a tiebreaker.

Please keep in mind that many of our applicants are multilingual. As such, we ask that you not focus solely on grammar or syntax. Instead, evaluate the overall structure of the statement and how well the applicant articulates the value of receiving this Travel Fellowship.

If you have any questions about scoring, please reach out to:

- [Contact / email](#)
- [Contact / email](#)

Responses Due Date: [\[DATE\]](#)

Thank you again for your time and support!

APPLICANT [\[Letter or Number... if Obfuscating... or Name\]](#)

- This applicant stated they [\[CAN / CANNOT\]](#) attend [\[conference\]](#) if unsuccessful in the bursary process
- STATEMENT: [\[Copy and pasted statement from applicant\]](#)
- Questions: (all multiple choice)

- Does the applicant possess sufficient funding to participate in our session without relying on the Travel Fellowship?
 - 5 - The candidate has expressed and/or demonstrated a high need to secure the Travel Fellowship
 - 4
 - 3 - The candidate would benefit, but has other means of funding
 - 2
 - 1 - They have not effectively expressed a direct need for the Travel Fellowship
- Has the author effectively communicated their needs and objectives for attending and presenting at this conference?
 - 5 - They have clearly expressed their needs and objectives
 - 4
 - 3 - The author had given a good explanation of needs and objectives
 - 2
 - 1 - The author has failed to clearly explain their needs and objectives
- In comparison to other submissions, how would you rank this author's likelihood of successfully securing a Travel Fellowship?
 - 5 - I would consider this author in my "Top 2"
 - 4
 - 3 - This is an average submission
 - 2
 - 1 - I would not consider this author for the Travel Fellowship
- Do you have any additional feedback for this author or the review committee?