Publicity (Late August or early September):  
SETAC Office (Jason)- send email to students who have submitted abstracts to invite them to apply for SAGSE Award.  
Chemistry Advisory Group (CAG) Chair- include announcement of award in September’s email “blast.”

Applications  
Laura Swanson receives applications for the award. Deadline mid-September (usually around Sept 15th). Applications should be submitted (or consolidated) into one file.  
Within one week of the deadline, Laura will forward complete application packages to the Chemistry Advisory Group Chair.

Application ranking  
The CAG Steering Committee (CSC) chooses the top 5 candidates for judging at the SNA meeting in November. The CAG chair forwards the application packages to the Steering Committee within 1 week of receipt from Laura. Incomplete applications will not be considered. Applications that do not highlight chemistry will be ranked low. Applications will be ranked using the following criteria:

Abstract quality (completeness, relevance for chemistry theme, etc)  
Presentation potential (including overall research value)  
Statement, CV, and Advisory Endorsement (quality, relevance for SETAC/ACS).

Each applicant will be ranked as high, moderate, or low in each of the criteria above by a minimum of three reviewers. Results will be tabulated and announced to the applicants and SETAC (Laura + awards chair) by the CAG Chair or a designee no later than 3 weeks prior to SNA opening.

Judging  
The SETAC office (Laura) will prepare judging forms for the 5 presentations selected for judging. The CAG chair (or designee) will solicit volunteers (October email blast) to judge the presentations, and assign 3 judges per presentation. These assignments will be forwarded to SETAC (Laura + awards chair) and the judges no later than 1 week prior to SNA opening. Judging for this award occurs on paper, and cannot be entered into SETAC’s electronic system at this time. Judges will return their completed forms to the registration desk. The CAG chair (or designee) will periodically collect the forms and compile the data in spreadsheet. Scores for the 3 judges will be averaged and the student with the highest average score will be declared the winner. The judges and/or CAG chair (or their designee) may disqualify a student whose presentation does not highlight chemistry and would not be a good fit at the ACS meeting.

Announcement  
Scores should be compiled as early as possible, and the results reported to SETAC (Laura + awards chair) for announcement at the meeting’s closing ceremony.
Examples of communications

Sample invitation email (Jason)
The SETAC Chemistry Advisory Group and SETAC North America Awards & Fellowship Committee are now welcoming applications from graduate students presenting at the {City} SETAC meeting for the SETAC-ACS ENVR Student Exchange Program. Applications are due {Date}. For more information, please see http://www.setac.org/?page=SNAAwardsSACSENVR

SETAC and the ACS ENVR have jointly developed this program to expand professional, scientific and networking opportunities for student members of both societies. The winning student will receive an invitation to his/her choice of either the Spring or Fall ACS meetings to present research in the environmental (ENVR) division, complementary registration courtesy of ACS, and $1,000 (USD) to defray expenses.

To apply, please email all of the following in one consolidated file to Laura Swanson (laura.swanson@setac.org) by {Date}:

* A high-quality abstract that has been accepted for the SETAC North America annual meeting.
* A letter of endorsement by the applicant’s faculty advisor (a 1-sided, single page maximum).
* Curriculum vitae (résumé) of the applicant (1-sided, single page maximum).
* A short statement (1 paragraph) from the applicant on why their research is suitable for the SETAC-ACS exchange program.

Applicants must be a SETAC North America master's or Ph.D. student member in good standing. Application materials will be reviewed by a panel of subject matter experts within SETAC North America. Authors of the five most highly ranked abstracts will be judged in person at annual meeting during their presentations. Applicants will be notified if their abstract is selected for on-site judging. The award winner will be announced at the meeting’s closing ceremonies.

Sample email blast (CAG chair)

Apply for the SETAC-ACS student exchange award by {Date}

Graduate student chemists are encouraged to apply for the SETAC-ACS exchange award. The winner will receive travel money and an invitation to present at next year’s American Chemical Society (ACS) National Meeting in the ACS Environment Division (ENVR). Graduate advisors- please share this information with your students that have an accepted presentation for the SETAC meeting. Additional information is available at http://www.setac.org/?page=SNAAwardsSACSENVR.

Application materials must be submitted electronically to Laura Swanson (laura.swanson@setac.org) no later than {Date} in one consolidated file. Required application materials include:

* Applicant must provide a high-quality abstract. (Copy of the accepted abstract for SETAC North America annual meeting.)
* A letter of endorsement by the applicant’s faculty advisor (a 1-sided, single page maximum).
SOP for the SETAC-ACS ENVR Graduate Student Exchange Award

* Curriculum vitae (résumé) of the applicant (1-sided, single page maximum).
* A short statement (1 paragraph) from the applicant on why their research is suitable for the SETAC-ACS exchange program.

Sample request for judging volunteers (CAG chair)

Call for judges for SETAC-ACS exchange award

We have selected 5 excellent applicants to be judged in person at the SETAC Annual Meeting. If you can assist CAG by judging presentations in {City} in November, please contact {Name and email address}. The process is very similar to that for other student presentation awards, and you can often complete 2 forms for one presentation when students have applied for both. To avoid a potential conflict of interest, please do not volunteer if you are advising or mentoring a student who will be judged.

Volunteers needed for:
{List presentation type and time block}

Sample notification of judging (CAG Chair)

Thank you for your application for the SETAC-ACS student exchange award. I am pleased to inform you that your presentation will be judged in {City} and considered for the award. Congratulations and good luck!

Sample notification of not judging (CAG Chair)

Thank you for your application for the SETAC-ACS student exchange award. We received {number} excellent applications this year and have narrowed that field down to five. Unfortunately, your presentation was not selected to be judged in {City} and you will not be considered further for the award this year. If you are eligible next year, we encourage you to apply again!

Sample notification for winner (CAG Chair)

Congratulations! As you may have heard at the closing ceremony, your presentation was selected for the SETAC-ACS student exchange award. You will receive an invitation to your choice of either the Spring or Fall ACS meetings to present research in the environmental (ENVR) division, complimentary registration courtesy of ACS, and $1,000 (USD) to defray expenses.

For questions regarding the monetary aspect of this award, please contact Laura Swanson (laura.swanson@setac.org) at SETAC.

For questions regarding the presentation at ACS, please contact Peney Patton (division@acsenvr.com) at ACS-ENVR.