

Appendix 2 · Applying for Brown-Sullivan Scholarship funding

The Brown-Sullivan Scholarship fund supports Environmental and Ocean Sciences graduate students with travel to conferences and with research-related expenses. Awards are made on an as-needed basis, and they depend on how much remains in the fund as well as on the merits of the application, so even a strong request may be funded in part rather than in full.

Apply here:

<https://docs.google.com/forms/d/e/1FAIpQLSdrErbPawuXI35woX7bjEfBAc2tE-WZRsltTNzbM1T27DOySw/viewform>

Most applications take about twenty minutes. You can edit your answers after submitting, and your committee chair is contacted automatically, so you do not need to forward anything. If you would rather draft offline first, a worksheet with every question and its limits is linked from the top of the form.

What you will be asked

About you and the request. Your name, your year in the program, and your committee chair, whom you pick from a list rather than typing an address. A one-line title for the request, the amount you are asking for, and the date you need the funds.

What the money is for. You choose one of four kinds of request: conference travel, research supplies or equipment, publication fees, or something else, after which the form then asks only about that one. Each asks for an **itemized cost breakdown**: one line per item with a dollar amount. For conference travel that means registration, airfare or mileage, lodging, ground transport and meals, and whether you are presenting a talk or a poster.

Think carefully about what you actually need. An inflated request does not help, and asking for too little is just as likely to leave you short.

Why it matters. In about 500 words, how this funding will contribute to your completion of the M.S. and to your career. This is the heart of the application.

Other funding. Whether you have applied for or received money elsewhere *for this same expense*, and whether you have had department funding before.

Your engagement in the program. Specific instances rather than a summary — seminars attended or organized, recruiting and outreach, TA or lab service, help with equipment or field logistics. A short list is more useful than a long essay.

Two confirmations. That you understand how an award is paid, and that you will acknowledge the scholarship in work it supports.

What happens after you submit

1. Your committee chair receives the application straight away and adds their comments —or sends it back to you for revision, with notes on what to change. A returned application reopens exactly as you left it; nothing is retyped.
2. Once they have commented, it goes to the graduate program director.
3. The director takes it to the review committee, which weighs its **impact** on your degree and career, how clearly it is **presented**, how well it is **justified** including other funding sources and your engagement in the program, and whether the **budget** fits the purpose.
4. The director lets you know the outcome.

How an award is paid

An award is credited directly to your USD student account as a Brown-Sullivan Scholarship. You pay your expenses from your own funds: the department does not order items on your behalf, and there is no reimbursement, no receipts to submit and no expense report. Crediting takes some time, so give a realistic date when the form asks when you need the funds.

Acknowledging the scholarship

Any presentation, poster, or publication arising from supported work should carry:

This work was supported by the Brown-Sullivan Scholarship, Department of Environmental and Ocean Sciences, University of San Diego.

About the fund

This endowment was originally established by a \$10,000 grant from the San Diego Oceans Foundation. Memorial funds given in honor of Stephen Sullivan were merged with this account in 2003. The Sullivan Family and the El Cajon Border Patrol's annual memorial golf event provided additional funds. In 2006, the Sister Dale Brown Marine Science Scholarship was also merged into this fund. The earnings are to fund scholarships to graduate students whose studies will help to improve the management of our coastal resources.