

Guidelines for Veterinarians Applying for ACLAM National AALAS Meeting Travel Award

1. One travel award will be funded through the ACLAM Career Pathways Committee each year. This travel award is expected to expose veterinarians to laboratory animal medicine.
2. Applications from interested veterinarians must be submitted **by June 15th of each year.**
3. A maximum stipend of \$2000 will be awarded in support of registration, round trip travel, ground transportation, food and lodgings.
4. Applicants must have a license to practice veterinary medicine within the United States. Applicants must also be currently working full-time in private practice or other position that is not involved with industry or academic laboratory animal medicine programs. An applicant who is working part-time (up to 20 hours weekly) as a consultant for industry or academic laboratory animal medicine programs while concurrently working full-time in private practice may also apply for this travel award.
5. Applicants must demonstrate an interest in laboratory animal medicine in at least one of the following ways:
 - a) Previous employment, volunteer service, externship or a mentored experience in a laboratory animal setting
 - b) Other evidence as provided by the applicant such as membership in national, regional, or local laboratory animal organizations; participation in a laboratory animal medical club, elective, or rotation during veterinary school training; subscription to laboratory animal medicine journals; participation in workshops and conferences related to laboratory animal medicine; or papers and presentations on laboratory animal medicine topics
6. Applications must include a reference letter from an ACLAM Diplomate with personal knowledge of the applicant's interests, curriculum vitae, copy of current veterinary license to practice within the United States, proposed travel budget (not to exceed \$2000) and the applicant information sheet. In addition, applicants must include a statement (2 page limit) describing their interest in laboratory animal medicine and in attending the national AALAS meeting.
7. Awardees will be expected to complete an evaluation form given to them before the meeting about the Travel Award program and write a one page summary of their experiences and what they learned from the meeting for use by ACLAM in newsletters and reports.
8. Funds will be released to awardees upon submission of the evaluation form, the one page summary of their experiences and what they learned from the meeting, and an expense request with receipts. If travel funds are required before the AALAS meeting begins, an advance travel expense request with receipts for travel related expenses as outlined in an awardee's proposed budget must be submitted for partial reimbursement. All final travel related receipts must be submitted within 1 month upon completion of the course for final reimbursements.
9. To apply for this award, please complete the "Proposed Travel Budget" and "Applicant Information Sheet" below, print, and mail these forms (along with the items requested in the checklist – also found below) to Dr. Melvin W. Balk as follows:

Dr. Melvin W. Balk
Executive Director, ACLAM
96 Chester St.
Chester, NH 03036

PROPOSED TRAVEL BUDGET

Budget Item	Projected Amount
Travel – Round-trip to the AALAS meeting (not to exceed \$600)	\$
Ground Transportation from airport or train station to hotel and from hotel to airport or train station (not to exceed \$50 each way)	\$
Lodgings (not to exceed \$150/night for 4 nights)	\$
Food (no more than \$50 per diem for up to 5 days)	\$
Registration Fee (Early registration is strongly encouraged)	\$
Total (maximum of \$2000)	\$

APPLICANT INFORMATION SHEET

1. General Information

Applicant's Name	
Address	
Phone	
FAX	
Email	

2. Veterinary Education

Veterinary College	
Degree Awarded and Year	

3. Veterinary License Information: Please list one current United States veterinary license

State and License #	
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4. Reference Letter from an ACLAM Diplomate:

Name	
Address	
Phone	
FAX	
Email	

Checklist for Veterinarians Applying for ACLAM National AALAS Meeting Travel Award

1. ____ Recommendation letter from an ACLAM Diplomate with personal knowledge of the applicant's interests
2. ____ Curriculum vitae (no page limit)
3. ____ Statement of interest (2 page limit)
4. ____ Applicant Information Sheet (1 page)
5. ____ Copy of current veterinary license to practice within the United States
6. ____ Proposed travel budget (not to exceed \$2000)