

Guidelines for Applying to the ACLAM Charles River Short Course Travel Award for Veterinary Students

1. Two travel awards will be funded through the ACLAM Career Pathways Committee each year. These travel awards are expected to expose veterinary students to laboratory animal medicine and science topics. These awards are independent of the ACLAM sponsored laboratory animal medicine externship programs.
2. Applications from interested veterinary students must be submitted **by April 1st of each year.**
3. Registration costs will be waived and a maximum stipend of \$1500 will be awarded per student in support of round trip travel, ground transportation, food and lodgings.
4. Applicants must be currently enrolled at an AVMA accredited veterinary school at the time of application.
5. Applicants must have demonstrated an interest in laboratory animal medicine in at least one of the following ways:
 - a) 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; 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 or their institutional ASLAP liaison with personal knowledge of the applicant's interests, curriculum vitae, veterinary school transcript, proposed travel budget (not to exceed \$1500) 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 Charles River Short Course.
7. Awardees are required to complete an evaluation form about the Travel Award program and to write a one page summary of their experiences and what they learned from the course 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 course, and an expense request with receipts. If travel funds are required before the course 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 Charles River Short Course (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)	\$
Lodging (not to exceed \$150/night)	\$
Food (Please note that breakfasts and lunches are included as part of the Charles .River Short Course program. No more than \$30 per dinner for up to 4 dinners)	\$
Registration Fee	Waived
Total (maximum of \$1500)	\$

APPLICANT INFORMATION SHEET

1. General Information

Applicant's Name	
Address	
Phone	
FAX	
Email	

2. Veterinary School Currently Attending:

3. Veterinary School Start Date:

4. Expected Date of Graduation from Veterinary School:

5. ACLAM Diplomat or Veterinary School ASLAP Liaison Providing Reference:

Name	
Address	
Phone	
FAX	
Email	

Checklist for Veterinary Students Applying for ACLAM Charles River Short Course Travel Award

1. _____ Recommendation letter from either an ACLAM Diplomate or the ASLAP liaison from the applicant's veterinary school
2. _____ Curriculum vitae (no page limit)
3. _____ Statement of interest (2 page limit)
4. _____ Veterinary School Transcript
5. _____ Applicant Information Sheet (1 page)
6. _____ Proposed Travel Budget (not to exceed \$1500)