



**AMERICAN
ASSOCIATION OF
VETERINARY
PARASITOLOGISTS**

AWARDS COMMITTEE

**Young Investigator
Travel Grants**



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GUIDELINES

The AAVP Awards Committee awards a grant to eligible full-time graduate students, post-doctoral associates, veterinary students, and undergraduate students to ease the financial burden of travel for presenting at the AAVP annual meetings.

Guidelines for the Awarding of Young Investigator Travel Grants (YITG)

- 1. Eligibility for AAVP YITG funding.** Only AAVP members who are full-time graduate students (Master's degree students or PhD), post-doctoral associates in the first 3 years of their training program, veterinary students, or undergraduate students should be eligible for a YITG award. Priority for awards should be graduate students and post-doctoral associates first, and veterinary students and undergraduate students second. To receive a YITG award, recipients must be registered as an AAVP student member, have an abstract accepted for presentation, provide a verification of student status completed by the student's mentor/PI or home institution at the time of application (see #4 below), and present at the AAVP meeting.
- 2. Not eligible for AAVP YITG funding.** Although everyone with relevant interest is encouraged to participate in the annual AAVP meeting, YITGs will not be awarded to post-doctoral associates more than 3 years out from their PhD, or any other individuals (faculty, post-DVM trainees not enrolled in a Master's degree or PhD program (interns, residents), research scientists, MPH students, etc.) regardless of when they completed their graduate or professional degree.
- 3. Addressing budget shortfalls.** If sufficient funds are not available to support all individuals in a given category in a particular year, then YITGs should be awarded first based on the quality of the abstract, and then by PI/mentor (each mentor only receives funding for 1–2 students depending on availability of funds) and by order of seniority (students in training longer receive priority). For example, if 5 veterinary students apply and funds are only available for 2, then the 5 will be ranked by quality of abstract and the two best abstracts will be awarded. If budget shortfalls continue or escalate, additional limitations to the program should be revisited in the future.
- 4. YITG application process.** To verify student status (Master's degree students, PhD, veterinary, post-doc in first 3 years after receiving PhD, or undergraduate) and ensure

eligibility for the YITG, a verification of student status completed by the student's mentor (PI, principal investigator) should be included with each application. The form specifically states (1) student status at the time of presentation; (2) start date of student in current training program; (3) if a post-doctoral associate, the month and year the PhD was awarded; and (4) if matching funds will be provided by the mentor/PI or the home institution.

5. **Review of YITG applications.** The Executive Committee delegates the responsibility for the allocation of awards in accordance with these guidelines to the awards committee, with the student officers of the Executive Committee designated as advisors to the awards committee chair. In the case that the review of abstracts is required, the Program Chair will be responsible for assigning reviewers. Prior to awarding any funds, the awards committee chair or their designee should evaluate the applications and confirm each student: (1) is an AAVP student member in good standing; (2) has an accepted abstract at the upcoming AAVP meeting; and (3) is eligible to receive a YITG based on their trainee status at presentation. Incomplete applications that do not include a verification of student status completed by the student's mentor/PI or home institution should be considered invalid and funds not awarded. It is not the responsibility of the awards committee chair, the student representatives, or The Rees Group to solicit letters or request dues payments be made to ensure applications are complete.
6. **Amount to be awarded.** The maximum amount to spend on AAVP YITGs each year is \$20,000, but this figure will be reviewed from time to time and may be increased or decreased at the discretion of the AAVP Executive Committee and based on funds raised from the AAVP Auction. Further, the maximum amount to be paid to each student will be 50% of the total amount submitted for reimbursement for a maximum of \$700. In years when more students apply than funds are available to support, the AAVP will prioritize students who are funded rather than reducing the amount awarded to each individual student (see #3 above).
7. **Process for receiving funds.** To be reimbursed, each student must submit scanned receipts for all usual, customary, and reasonable (UCR) travel expenses to The Rees Group within 2 weeks following the meeting. Travel expenses include transportation, hotel, meals, registration, and similar expenditures associated with attending the meeting. Per diem will not be considered; actual receipts (scanned) for food purchased while in transit or while attending the meeting are required. To avoid confusion, each receipt should be explained in brief, e.g. "lunch in transit 27 July 2024". Each student may receive 50% (up to

\$700) of submitted receipts so long as receipts are provided for UCR travel expenses justifying that amount (i.e. at least \$1,400 in total UCR expenses must be documented to receive the maximum \$700).

8. Matching funds. Matching funds from the mentor or home institution are expected, but not required. If matching funds are not available, the mentor must provide a letter certifying that matching funds are not available (see #4). So long as otherwise qualified, students without matching funds would still be eligible for the lesser amount of 50% the cost of attending the meeting or \$700. However, no YITG recipient will receive more than the maximum amount allowed (50% expenses up to \$700).

9. Cap on the amount of money spent or the number of grants awarded each year. No more than \$20,000 will be spent on the YITG program each year, unless this amount is modified by the Executive Committee, and each recipient will receive a maximum of \$700 per year. If all students request the maximum, then only ~ 28 awards can be made each year. However, usually ~50% of students request the maximum amount. Accordingly, up to 32 YITGs may be approved to qualified applicants. In addition, the YITG program will be re-evaluated on a yearly basis by the Executive Committee prior to the annual meeting to ensure the aims of the grants are met by the \$20,000 budget cap while also ensuring that the funding fits within the overall budget or the AAVP. Funds raised from the AAVP auction will be used to increase the availability of funds for the YITG. If the auction raises, for example, \$2,000 after auction expenses, then available funds for the YITG will be \$22,000 for the following annual meeting.

AAVP YOUNG INVESTIGATOR TRAVEL GRANT: APPLICATION

I. Purpose:

The purpose of the YITG award is to help finance travel to the annual AAVP meeting. Travel expenses include transportation, hotel, meals, , registration, and similar expenditures associated with attending the meeting.

II. Terms and Conditions:

- A. Applicant must be a full-time graduate student (Master's degree students or PhD), post-doctoral associates in the first 3 years of training program, veterinary student, or undergraduate student at the time of the AAVP meeting.
- B. Applicant must be a student member of AAVP at the time of application.
- C. Applicant must have an accepted abstract and be presenting an oral paper or poster at the AAVP meeting at the time of application.
- D. Applicant must be sponsored by an active full member of the AAVP.
- E. Applicant must verify student status by submitting a verification of student status completed by the student's mentor/PI or home institution mentor/PI specifically stating: (1) student status at the time of presentation; (2) start date of student in current training program; (3) if a post-doctoral associate, the month and year the PhD was awarded; and (4) if matching funds will be provided by the mentor/PI or the home institution. A form, **Verification of Student Status**, is available to assist in providing the information required.
- F. It is expected that matching funds (50%) for support of the applicant's travel from other source(s) will also be committed. In cases where matching funds are not available, a written justification of why the matching funds cannot be committed should be provided by the student's or postdoc's mentor.
- G. The award must be applied to the AAVP meeting travel expenses of the specified application year.
- H. The amount awarded to the applicant will be for 50% the cost of attending the meeting (determined through receipts submitted for reimbursement) for up to a maximum amount of \$700.

- I. The completed Young Investigator Travel Grant Application Form (provided below) should be submitted via the Annual Meeting web site or as directed by the Program Chair.
- J. The total number of awards each year will depend on the availability of funds, number of applicants, and location of the meeting.

| Young Investigator Travel Grant Application form (please type) | | |
|--|--------------------------------|----------------------------|
| | | |
| (Applicant's Name) | (email address) | (telephone) |
| | | |
| (University or Affiliation) | (Department) | |
| | | |
| (Address) | | |
| | | |
| (Title of presentation at the AAVP meeting) | | |
| \$ | \$ | \$ |
| (Estimated cost to attend meeting) = | (Amount requested from AAVP) + | (Amount of matching funds) |
| | | |
| (Sponsor's name) | (Source of matching funds) | |

By signing below, I state that I have read and understood the terms and conditions.

 Applicant's signature (date)

 Sponsor's signature (date)

AAVP YOUNG INVESTIGATOR TRAVEL GRANT: VERIFICATION OF STUDENT STATUS

The student's mentor/PI or home institution should complete this form, or provide a letter, signed and dated, containing all the information requested.

Student name: _____

Title of Presentation: _____

Authors: _____

Presenter: _____

Institution of Affiliation: _____

Certification of Student Status by Mentor/PI or Home Institution

Please provide the following information:

1. Student status at time of presentation: _____

2. Start date of student in current training: _____

3. If a post-doctoral associate, the month and year the PhD was awarded: _____

4. Whether matching funds will be provided by the mentor/PI or home institution:

Name Title

Signature Date

AAVP YOUNG INVESTIGATOR TRAVEL GRANT: AWARD BY REIMBURSEMENT

To be reimbursed:

Each student must submit scanned receipts for all usual, customary, and reasonable (UCR) travel expenses to The Rees Group (jretzlaff@reesgroupinc.com) within 2 weeks following the meeting. Travel expenses include transportation, hotel, meals, taxi or ride share, airport parking, registration, and similar expenditures associated with attending the meeting. Per diem will not be considered; actual receipts (scanned) for food purchased while in transit or while attending the meeting are required. To avoid confusion, each receipt should be explained in brief, e.g. “lunch in transit 27 July 2024”. Each student may receive 50% (up to \$700) of submitted receipts so long as receipts are provided for UCR travel expenses justifying that amount (i.e. at least \$1,400 in total UCR expenses must be documented to receive the maximum \$700).

UCR:

For rooms, if sharing, the receipt can be marked as such and reimbursement will be for the portion paid by each individual. Two people cannot claim for the same expense.

Business/first class travel, advanced seat purchases, lounge passes, etc. are individual choices and not reimbursable. In the case of business/first class travel, supporting documentation on the cost of normal airfare should be provided.

Ensure you:

1. Complete the reimbursement form provided below, categorize, and sum the entirety of your expenditures.
2. Gather all receipts for usual, customary, and reasonable travel expenses.
3. Scan all receipts and explain each receipt in brief, e.g., “lunch in transit 27 July 2024”.
4. Send documentation (scanned receipts and completed reimbursement form) through email to The Rees Group Executive Director, Jessica Retzlaff jretzlaff@reesgroupinc.com, within **2 weeks** following the meeting.

Young Investigator Travel Grant Reimbursement form (please type)



REIMBURSEMENT INFORMATION

| |
|------------------|
| Pay to: |
| Name: |
| Mailing Address: |
| |
| |
| Signature: |

| Date | Destination Business Purpose/Meeting | Airfare | Airport Shuttle, Rental Car | Total | Client/Acct.Code |
|------|---|---------|--------------------------------|-------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOTAL SECTION 1:

| Date | Hotel Room | Breakfast | Lunch | Dinner | Total | Client/Acct.Code |
|------|------------|-----------|-------|--------|-------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

TOTAL SECTION 2:

| Date | Miscellaneous | Where | Attendees | Total | Client/Acct.Code |
|------|---------------|-------|-----------|-------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOTAL SECTION 3:

| Date | Details of Personal Auto Expense | Miles | Milage Rate (Total miles x 0.655) | Parking | Toll | Total | Client/Acct.Code |
|------|--|-------|---|---------|------|-------|------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

TOTAL SECTION 4:

| | | | |
|--|--|----|--|
| Grant Total: | | \$ | |
| Less Airfare/Expense Paid by Association | | \$ | |
| BALANCE DUE: | | \$ | |

APPENDIX

Young Investigator Travel Grant Checklist

- Pay AAVP student membership dues for this year
- Register and have an accepted abstract for presentation at the meeting
- Complete Travel Grant Application in conjunction with your mentor/PI
- Have your mentor/PI or home institution complete the Verification of Student Status form or provide a letter, signed and dated, containing all information requested
- Present at AAVP meeting
- Collect all receipts for usual, customary, and reasonable travel expenses
- Send documentation (scanned receipts and completed reimbursement form) through email to jretzlaff@reesgroupinc.com within 2 weeks following the meeting

