2019 - 2020 APMSA STUDENT TRAVEL GRANT
Guidelines and Selection Criteria

The purpose of this program is to encourage podiatric medical student participation in conferences by
partially funding the travel costs of students who would otherwise be unable to attend. Applications are
accepted from 2nd, 3rd and 4th year students attending one of the nine podiatric medical colleges in the
U.S.

Funding for the Podiatric Medical Student Travel Grant is split into two pools:

POOL ONE: Conference travel between July 1, 2019 and December 31, 2019
POOL TWO: Conference travel between January 1, 2020 and June 30, 2020

Each pool will contain 50% of the funds allocated for the grants. For the 2019-2020 term, that is $5,000
per pool. Applications will be accepted for each pool until the funds are exhausted. Funding is granted
on a first-come, first-served basis. APMSA has put these guidelines in place to help ensure that grant
funding will be distributed equally for those students with conferences at the beginning of the year as
well as at the end.

Awards
The number of awards will be determined by the Student Opportunities and Resource Committee.
Grants are intended to defray, but not entirely cover, the cost of attending a conference. The final grant
amount will be determined before notifications are made. Only registration, shared hotel room, and
airfare (economy) will qualify for reimbursement through the APMSA Travel Grant program. Meal
expenses may or may not be partially covered depending upon the total cost and availability of funds.
Further details about the reimbursement procedure will be communicated to award recipients.

Maximum funding is as follows:
- $200 maximum for 2nd year students
- $300 maximum for 3rd year students
- $400 maximum for 4th year students.

Eligibility (No Exceptions)
- Applicant must be a student registered at one of the nine U.S. podiatric medical schools, must
  be in their 2nd year or later, and be a DPM candidate prior to travel.
- All travel must be completed before graduation.
- The conference must be an important one to the study or practice of podiatric medicine.
- Application and all supporting material must be received by APMSA at least 30 days prior to
  travel.
- Travel grants cannot be awarded retroactively; proposals must be submitted before travel.
• Only one grant per student per academic year will be awarded or funded. Applicants should prioritize proposals accordingly.
• Students who have not previously been awarded a travel grant will be given priority.
• Before applying, applicants must notify his/her school's/program's administrator. Each school/program will give you instructions regarding any pre-travel requirements. Procedures vary by school/program. Be sure you know your school/program’s requirements before applying.

Application
Application materials will be available on the APMSA website at least 60 days in advance of the Pool One start date. Applicants must submit the following:

1. A resume or CV.
2. A proposal narrative of no more than 1000 words, including the following:
   • A clear, concise description of the conference including what the applicant intends to do there.
   • A detailed description of how attending the conference will contribute to the applicant's own knowledge, professional development or career.
   • Applicant should indicate whether he/she has submitted a paper/poster to the conference.
   • A brief justification of the amount of funding being requested from APMSA and an explanation of proactive attempts to obtain other sources of funding.
3. A brief letter of support from a faculty member stating:
   • The applicant is in good academic standing.
   • The faculty member supports the travel and endorses the applicant.
   • Why the applicant would benefit from attending the conference.
   • The applicant's strengths
   • How the applicant's presence will contribute to the conference.
   • Why the applicant is in need of a travel grant.
4. A detailed, well-justified budget that includes estimated expenses for attending the conference (total and breakdown by registration, travel, lodging, and meals).
5. A completed 2019-2020 APMSA Student Travel Grant application. The application may be found on the APMSA.org website under Current Students.
6. A high-resolution headshot (.jpg)

Evaluation
1. Applications will be blindly reviewed by the Student Opportunities and Resource Committee which is chaired by the APMSA President-Elect and composed of 3rd year delegates from each podiatric medical college.
2. Travel award applications shall be evaluated on a fifty (50) point scale as outlined in the Travel Grant Evaluation Rubric.
3. The Committee will review applications within ten (10) days of receiving a complete package.

Ranking, Granting, and Notification
1. Awardees will be notified electronically via email and will be required to formally accept or decline the award.
2. If an awardee declines an award, or is unable to attend the conference, he/she must notify the APMSA Executive Director as soon as possible.
Travel Grant Funds

1. The individual will only receive funds to cover the exact expenditures up to the amount approved.

2. Travel Grant funds approval will be rescinded in the event that acceptable proof of conference/event participation/attendance is not provided.

3. Travel Grant funds may not be used for: personal travel, items not included in the original travel grant, purchase of alcoholic beverages, rental vehicles, or association dues.

4. Travel Grant funds not allocated during the academic year may roll over to the following year.