

November 3–7, 2010
Marriott Atlanta Marquis Hotel
Atlanta, Georgia



www.astmh.org

Travel Award Application Guidelines

Application Submission Deadline: April 1, 2010

The online travel award application submission site opens March 3, 2010.

Limited funding is available to support annual meeting travel of select students and young investigators. Award recipients participate in the meeting through oral or poster presentations and are selected based on abstract quality and research results. Applicants need not be ASTMH members.

Getting Started

Although you may edit your information before finalizing it on the submission site, the process will be much easier if you collect all application materials before you start your application. Also, be sure to read the “Helpful Hints” section at the end of these guidelines.

As part of the online application process, you will be required to provide the following:

- 1) brief curriculum vitae or resume;
- 2) statement explaining why you want to attend the ASTMH meeting (limit 2000 characters);
- 3) abstract describing your research (limit 2100 characters);
- 4) name and telephone number of an ASTMH member to serve as a sponsor. The society will act as sponsor for individuals working outside the United States who are unable to easily identify a member to sponsor their application;
- 5) travel information, including
 - a. estimated travel costs to/from meeting site
 - b. city and airport where travel will originate
 - c. mode of travel (air, car, bus, etc)
 - d. estimated round-trip costs
 - e. other funds available to help pay travel costs, including source and amount
- 6) demographic information, including your
 - a. citizenship
 - b. gender
 - c. highest degree earned and year degree received
 - d. professional status
 - e. disease(s) do you study

Application Process

The online travel award application will be accessible at <http://www.astmh.org/source/award/index.cfm>? beginning March 3. Applications must be completed by April 1.

If you anticipate that you will need technical assistance with the application site, we recommend that you begin your online application no later than March 15.

There are two parts to the ASTMH travel award application. The first part is an ABSTRACT submission describing your research. The second is the AWARD application. Please note that both the ABSTRACT and AWARD portions of your application involve setup of a username and password. The username and password will be different for each of the two sites. Be sure to make a note of your usernames and passwords when you first access each site for future reference.

Part 1- ABSTRACT Submission Site (accessible starting March 3 at <http://www.astmh.org>)

Submit your abstract to the online ABSTRACT submission site. All ABSTRACT submissions must be completed by April 1 in order for your application to be considered.

The ABSTRACT submission site will assign an abstract number using the general format 10-A-NUMBER-ASTMH (example: 10-A-12345-ASTMH). You will need your abstract number for the online TRAVEL AWARD application site.

Part 2 – AWARD Application Site (accessible starting March 3 at <http://www.astmh.org/source/award/index.cfm?>)
Submit your travel award application on the TRAVEL AWARD submission site. All AWARD applications must be completed by April 1 in order for your application to be considered.

Finalizing Your Application on the AWARD Application Site

After entering all information into your online TRAVEL AWARD application (as instructed in the paragraph above), go to the REVIEW SUBMISSION page and scroll down to the bottom. If all information has been entered correctly, you will see a drop-down menu at the bottom of the page. Select COMPLETE in the drop-down menu and press SAVE. Your application will then be complete and ready for review.

Questions? Contact ASTMH at info@astmh.org, phone +1-847-480-9592 or fax +1-847-480-9282.

ASTMH Travel Award Policy

The American Society of Tropical Medicine and Hygiene offers travel awards to interested scientists actively working in the tropical medicine field in order to enhance the quality of the annual meeting and to facilitate participation for those who otherwise might be unable to attend. Funds to support travel have certain restrictions as to how they may be spent by award recipient.

The travel award application process is open to ASTMH members and non-members who have not previously received an ASTMH travel award. Young investigators and individuals working in tropical and developing countries are encouraged to apply. Candidates are selected on the basis of the relevance of their work to the field of tropical medicine. Each award recipient agrees to prepare a brief report following attendance that describes benefits gained by participation in the meeting.

Travel Award Applicant Statement

All applicants must agree to the following statement as part of the online application:

I agree to provide within 30 days of completion of the meeting a written summary of how attendance at the ASTMH 59th Annual Meeting benefited my professional growth in the field of tropical medicine and hygiene.

I confirm that I have never received an ASTMH travel award.

I further attest to the accuracy of my statements regarding other funding available to support my travel, and that all travel award funds provided by ASTMH will be used to support my travel, lodging and other expenses directly associated with my participation at the annual meeting.

Travel Award Recipient Checklist

ASTMH will notify travel award recipients in mid-July. Should you receive an award, you will be responsible for contacting the ASTMH travel agent to request travel arrangements.

Non-U.S. citizens who receive a travel award will also be responsible for

- securing a passport that will remain valid for at least six months after the planned return travel date. For most award recipients, this date will be May 2011; and
- contacting the United States embassy or U.S. government office in their country of residence to arrange for all necessary travel documents (i.e. visas).

Helpful Hints for Completing the Online Application

Internet Browser

The preferred browsers for this application system are Internet Explorer and Firefox.

Do not use the Google Chrome browser to complete this application. It is not compatible with the application system.

Nominator Section and Applicant Information Section

Enter applicant's name and contact information in both the NOMINATOR section and APPLICANT INFORMATION section of the application.

Copying and Pasting Text from Microsoft Word

When completing the CURRICULUM VITAE, ABSTRACT and QUESTIONS sections of the online application, follow these instructions when copying and pasting text from Microsoft Word:

1. If you are copying and pasting text from Microsoft Word, before you paste text into a field, first click the clipboard icon with the W that appears in the middle of the tool bar above the text field. Once you click this icon, a pop-up window will appear where you can paste your text.
2. If after following the instructions in #1 above, you exceed the character limit for a particular field, click the clipboard icon with the T that appears in the middle of the tool bar above the text field. Once you click this icon, a pop-up window will appear where you can paste your text.
3. If you copy and paste text into a field, there might be hidden formatting code that is counted against your character limit for that field. To view the hidden code, click the HTML button in the tool bar above the field. Delete any formatting code that appears in the field. This action might cause formatting (i.e. bold, underline, etc.) to be lost, but the reviewers are more interested in the content of your response than in the format of your response.
4. If you continue to have problems pasting text into a field, save your text in a TEXT FILE or in a NOTEPAD FILE. These files will eliminate all formatting commands (i.e. bold, underline, etc.). Return to the application submission site and paste the text into the field and use the tool bar to format, if you wish.