AMERICAN SOCIETY OF TROPICAL MEDICINE AND HYGIENE

Advancing global health since 1903

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American Committee of Medical Entomology (ACME) Student Travel Award Application Guidelines

ACME works to promote medical entomology within the Society and in organizations whose scopes of activities include the area of human diseases transmitted by arthropods. We seek opportunities to emphasize and expand the contributions of medical entomology to tropical medicine and also to appropriately recognize outstanding contributions by medical entomologists.

ACME is soliciting applications for its Student Travel Award. During the Annual Meeting, the selected student will present either orally or in a poster format his or her research directly or indirectly involving arthropods of medical importance. The following criteria will be considered in the application review process:

- financial need
- significance and quality of presentation abstract
- letter of recommendation

The ACME Student Travel Award Committee will make the final selection, including any decisions related to eligibility of applicants.

Timeline

Online application site - Beginning March 14, applications can be submitted online

Application deadline - May 3, 2012

Notification - Award notices will be sent in July, 2012.

Award Information

The recipient will be awarded a complimentary registration (valued at approximately $175) and $300 US to support travel and accommodation costs to attend the ASTMH annual meeting to present his or her studies. The award will be presented on location at the annual meeting.

Application Instructions

Collect all application materials prior to submitting them to the online awards system. Although you will be able to edit your award submission prior to the May 3 deadline, the submission process will be much easier if you collect all application materials prior to submission.

Application materials:

- A cover letter describing your interest in tropical medicine and medical entomology (approximately 2,500 character limit)

- Description of financial need for the conference (approximately 1,500 character limit) and how you will benefit from the ACME travel award

- A copy of your ASTMH Annual Meeting abstract, with the abstract number assigned by the abstract submission site, example: 12-A-1234-ASTMH (submission site available via link at http://www.astmh.org/Home.htm – ***Submit your abstract to the online abstract submission site by the May 3 abstract submission deadline***.)

- Letter of recommendation in pdf or Microsoft Word format from a major professor or faculty advisor on letterhead. Please be sure that this person's full contact information is included in the letter or is listed on the letterhead.

Very important…The letter of recommendation must be uploaded directly to your application site by your major professor/faculty advisor. The submission site will ask you to provide the name, mailing address, phone, fax and e-mail for the professor/advisor. The submission program will then generate an e-mail to this person with instructions to upload the letter of recommendation to your application site. It is very important that you gather the contact information for this person prior to beginning your online submission. It is then your responsibility to communicate with this professor/advisor to ensure that he/she has received the e-mail generated by the submission site and has uploaded the letter by the May 3 deadline.

After May 3, any application that does not include the letter of recommendation will be considered incomplete and will not be forwarded to the review committee.

Finalizing your application

After entering all information into your online application and after all document uploads have been made, 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 the response of COMPLETE in the drop-down menu and press SAVE. Your application will then be complete and ready for review.

Questions? Contact:
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