

## **Jones-Hamilton Co. Graduate Student Travel Grants**

### **OVERVIEW:**

The Poultry Science Association (PSA) with sponsorship from Jones-Hamilton Co, Inc. is providing an annual competition for graduate student travel awards. The purpose of the Jones-Hamilton Co. Graduate Student Travel Award is to assist poultry science graduate students with travel expenses so that they may attend and present their research findings at the annual Poultry Science Association meeting.

At least one (1) of the three (3) competitive grants will be awarded to an international graduate student who is doing graduate studies in one of the countries listed in Appendix 1. This Jones-Hamilton Co. Graduate Student Travel Award will be up to \$3,000.

The other two (2) competitive travel grants will be made available to all graduate students, which include students from countries listed in Appendix 1 as well as students who are doing studies in countries **not** listed in Appendix 1. These two Jones-Hamilton Co. Graduate Student Travel Awards will be up to \$1,000 each.

If a qualified international applicant is not identified, then the travel awards will be limited to two (2) awardees. The possibility exists that all three (3) awardees could be from countries listed in Appendix 1.

All applicants must be a student member of the Poultry Science Association (first year membership is free) and if possible, should be a student member of a branch of the World's Poultry Science Association of the country in which they have citizenship. Applicants also must be the first as well as the presenting author of their abstract. All applicants will be notified of selection decisions by mid- to late April.

### **ELIGIBILITY:**

1. Applicants must be duly registered or enrolled for an advanced degree or diploma in a recognized college, university or institution of higher education. They must be classified as a full-time graduate student and must be following a curriculum in or closely related to poultry science or an allied field.
2. Applicants must be student members of the Poultry Science Association. First year membership is free for the Poultry Science Association (<http://www.poultryscience.org/2010PSAMemberApplication.pdf>). For United States citizens, student membership is also free for the United States Branch of the World's Poultry Science Association (<http://www.poultryscience.org/WPSAmemapp.pdf>). Students who are not members must apply for membership to the Poultry Science Association when submitting materials for the travel award.
3. The abstract on research findings must have already been submitted for oral or poster presentation for the upcoming annual Poultry Science Association meeting at the time of application. Multiple author submissions are acceptable, but the graduate student

applicant must be the first or senior author and designated presenter of the research. If there are multiple student authors, only the first or senior author may apply for these funds. **If the student applicant has submitted more than one abstract, she or he must choose only one paper/poster presentation abstract to use when applying for this travel award.**

4. Each poultry science or other related department, (i.e., not individual programs within a department) may endorse no more than one (1) student per year for the travel award. If more than one student from a department wishes to apply for these funds, the department must perform an initial screening and forward only one (1) applicant. The department head or designee is responsible for making the final decision on the student that is to apply for the travel assistance from her or his department. When submitting the application for the award on the PSA Award Website, a very brief letter is required from the nominee's department head or designee indicating specifically that the student is the department's nominee. Again, only one nominee is allowed from a department each year. If multiple student applicants are received from a department, all applicants will be returned for prioritizing by the department head or designee.

#### **APPLICATION PROCESS:**

1. The Planning Committee for the Annual Meeting along with the sponsors of the travel award will examine all applications for eligibility and select up to three (3) winners.
2. The application must be typed in English and submitted with the following materials:
  - a. 1-page maximum typed cover letter describing your research interests and experience as well as career plans.
  - b. The abstract that will be presented in English at the annual Poultry Science Association meeting,
  - c. 2-page maximum curriculum vitae highlighting scientific publications and presentations
  - d. 1-page maximum letter of recommendation from your major professor or academic advisor indicating the current status of your graduate program and the progress you have made to date. More than one letter of recommendation is not allowed.
  - e. A student membership application to the Poultry Science Association must be included in the application if the applicant is not a member. If possible, the applicant should also be a member of their country's World's Poultry Science Association chapter.

3. Decisions will be based on the quality of the submitted information and geographical location. The Annual Meeting Program Committee with input from the sponsors will select winners and notify the Poultry Science Association Board of their selections.
4. Award recipients will be announced in mid- to late April and recognized at the annual meeting banquet and the Poultry Science Association award winner web site. For the purpose of reimbursement, award winners will be provided with the Poultry Science Association travel policy guidelines. Any travel expenses to attend the meeting that exceed the guidelines will not be reimbursable.
5. Within 30 days of the Poultry Science Association annual meeting, each award recipient must complete an expense report (<http://www.poultryscience.org/>) and submit original receipts for the annual meeting related expenses not to exceed the total amount of the award (\$1,000 or \$3,000). For those award winners from countries listed in Appendix 1, arrangements can be made to purchase plane tickets in advance of the meeting by the Poultry Science Association.
6. As part of this award, Jones-Hamilton will sponsor a luncheon each year at the annual meeting in recognition of the travel award recipients. PSA staff will coordinate this luncheon with Jones Hamilton and will be responsible for communicating with the travel award recipients in regard to the luncheon arrangements.

**The Application Deadline is April 1, prior to the PSA Annual Meeting.**

Applications can be submitted on-line at <http://www.poultryscience.org/awards/lognom.asp> . If electronic access is not available to the applicant, then a written or faxed application must be received by the Program Chair of the annual meeting by the deadline. Contact information for the Program Chair is available on the PSA website.

**3.9 POLICY ON GRADUATE STUDENT TRAVEL GRANT SUPPORT/EXPENSES  
Provide to Winners of the Competitive Graduate Student Travel Grant Awards**

**GENERAL POLICY:** Reasonable expenses and support shall be reimbursed to student travel award winners.

3.9.1 No more than five (5) nights lodging shall be paid, unless participation warrants greater duration. Students can choose the hotel they wish to stay in, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Students are responsible for any difference.

3.9.2 Economy or coach airfare; airfare limits such as purchased at least 21 days in advance. Charges due to changes in travel agendas after the airline ticket has been purchased are the responsibility of the student unless amended due to an emergency.

3.9.3 *Per diem* for meals is not to exceed the federal (U. S.) per diem rates. The federal (U. S.) per diem rates can be found at:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

3.9.4 No other specific incidentals shall be paid (phone, laundry, flight or medical insurance, etc).

3.9.5 If driving privately owned vehicles, the federal mileage rate is used for reimbursement. Go to the following web site for reimbursement information.

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC)

Total for mileage is not to exceed airfare as determined in 3.9.2 above.

3.9.6 Rental cars will be reimbursed only if justified as the lowest transportation alternative. Rental vehicles must be selected at lowest reasonable cost (usually compact). Unusually expensive rental vehicle costs will not be allowed unless approved by the Executive Director.

3.9.7 Students are strongly encouraged to utilize hotel and airport shuttles rather than taxis.

3.9.8 Students are strongly encouraged to utilize long-term parking at airports.

3.9.9 No bank transfers/charges for overseas students will be allowed; all payment of expenses shall be made by check in US currency only. No cash payment on-site. No monetary support will be provided to students for presentation preparation.

3.9.10 For international students, passport and visa expenses directly associated with travel to the PSA Annual Meeting are allowed.

3.9.11 Time limit to turn in expenses shall be 30 days after presentation. If expenses are not turned in by this time, they WILL NOT BE PAID.

3.9.12 All student expenses must be claimed by using the Expense Form found on the PSA Website under the Board of Directors / Expense Form. Upon completion, the expense form is to be mailed with original receipts to the Champaign Business Office within 30 days of travel; Attention: PSA Administrative Assistant. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.

## **Appendix 1: Eligible International Countries**

- Afghanistan
- Albania
- Algeria
- Angola
- Antigua
- Argentina
- Armenia
- Azerbaijan
- Bangladesh
- Barbados
- Barbuda
- Belarus
- Belize
- Bhutan
- Bolivia
- Bosnia-Herzegovina
- Botswana
- Brazil
- Bulgaria
- Burkina Faso
- Burundi
- Cambodia
- Cameroon
- Central African Republic
- Chad
- Chile
- Colombia
- Comoros Islands
- Costa Rica
- Croatia
- Cuba
- Czech Rep
- Democratic Republic of Congo
- Djibouti
- Dominica
- Dominican Republic
- East Timor
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia

- Fiji Islands
- Gabon
- Gambia
- Ghana
- Grenada
- Guatemala
- Guinea-Bissau
- Guyana
- Haiti
- Honduras
- Hungary
- India
- Indonesia
- Iran
- Iraq
- Ivory Coast
- Jamaica
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Kyrgyzstan
- Laos
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libya
- Lithuania
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Marshall Islands
- Mauritania
- Mauritius
- Mexico
- Micronesia, Fed. Sts
- Moldova
- Mongolia
- Montenegro
- Morocco
- Mozambique
- Myanmar
- Namibia

- Nepal
- Nicaragua
- Niger
- Nigeria
- North Korea
- Oman
- Pakistan
- Palau
- Panama
- Papua New Guinea
- Paraguay
- People's Republic of Benin
- People's Republic of China
- People's Republic of Congo
- Peru
- Philippines
- Poland
- Republic of Cape Verde
- Republic of Georgia
- Republic of Macedonia
- Republic of Yemen
- Romania
- Russia
- Rwanda
- Saint Kitts
- Saint Vincent
- Saint Lucia
- Sao Tome & Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Slovak Rep
- South Africa
- Solomon Islands
- Somalia
- Sri-Lanka
- Sudan
- Suriname
- Swaziland
- Syria
- Tajikistan
- Tanzania
- Thailand
- Togo

- Tonga
- Trinidad & Tobago
- Tunisia
- Turkey
- Turkmenistan
- Uganda
- Ukraine
- Uruguay
- Uzbekistan
- Vanuatu
- Venezuela
- Vietnam
- West Samoa
- Zambia
- Zimbabwe