The International Association of Forensic Toxicologists

Guidelines for TIAFT Travel Grants

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INTRODUCTION

The International Association of Forensic Toxicologists (TIAFT) recognizes the need for quality continuing education of its members. Therefore, TIAFT offers travel grants to assist both Standard and Developing Country Fund (DCF) members to attend the TIAFT annual meeting. These travel grants are awarded to selected members actively working in the field of forensic toxicology that show the need for financial assistance, have an accepted, high-quality abstract for the annual meeting, and agree to certain requirements of receiving the grant.

This document serves as a guide for announcing, receiving, and reviewing applications, as well as making final selections of the TIAFT Travel Grant awardees.

IMPORTANCE OF TIAFT TRAVEL GRANTS

In accordance with the TIAFT 2019 Constitution:

- Article 1; Section 2 - Aims
  The aims of the Association are:

    1. Provide an organization for professionals engaged or interested in the field of forensic toxicology or related areas of analytical toxicology, including the interpretation of the results of these analyses.
    2. Provide a forum for the discussion and exchange of professional experiences in forensic toxicology and related areas of analytical toxicology between forensic toxicologists and all other interested parties.
    3. To promote education and training in forensic toxicology and related areas of analytical toxicology.
    4. Promote cooperation and coordination of effort among members.
    5. Encourage research in and the practice of forensic toxicology and related areas of analytical toxicology.

AMOUNT OF ANNUAL TIAFT TRAVEL GRANTS

Annual TIAFT Travel Grants will provide financial assistance of a maximum of USD 2,000 plus the registration fee for that year's annual meeting (to include the annual banquet). The grant will cover the most cost-effective direct travel to and from the annual meeting (e.g., airfare, train, etc.), as well as the cost of economical accommodation for the night prior to the first day of the annual meeting through the night of the farewell banquet. The grant is not to be used to cover the cost of meals,

miscellaneous personal expenses, accompanying persons, or pre-/post-conference tours. Additionally, with the exception of the annual meeting registration fee (paid directly by TIAFT to the organizer), the TIAFT Travel Grants serve as *reimbursements* of travel and lodging expenses and not prepayments of such.

ELIGIBILITY FOR TIAFT TRAVEL GRANTS

Any TIAFT Standard or DCF Member in good standing is eligible to receive a travel grant if have been a member for at least one year at the application's closing deadline for that year's meeting. No exceptions to these requirements will be made.

ANNOUNCEMENT OF ANNUAL TIAFT TRAVEL GRANTS

No less than 3 months prior to the next annual meeting of TIAFT, updated information on annual TIAFT Travel Grants will be posted on the TIAFT website and an email will be sent to all members announcing the acceptance of applications for the grants.

APPLICATION FOR ANNUAL TIAFT TRAVEL GRANTS

All interested candidates MUST complete a current TIAFT Travel Grant Application (Appendix A) and supporting documentation to be considered for the grant. The application requires demonstration of a number of criteria that will be used by the TIAFT Board of Directors in deciding the candidates most qualified to receive a travel grant for that year's annual meeting. Among the criteria that will be evaluated are the following:

- Length of TIAFT membership
- Previous TIAFT Travel Grants received
- If a quality abstract was accepted for the annual meeting
- Length of time actively working in the field of forensic toxicology and positions held
- Attendance and presentations at previous TIAFT meetings and other international scientific meetings
- Explanation as to why attendance is important for the individual applicant
- Detailed explanation of the need for the financial assistance

- Whether others from the same agency have also applied for a TIAFT Travel Grant or have registered for the conference

- Reasonable estimation of costs for transportation and lodging for the annual meeting

All TIAFT Travel Grant applications must be received by the TIAFT President by the stated deadline to be considered. Submissions are best done electronically, but applications may also be mailed or faxed provided they reach the President by the deadline. Once the deadline has passed, the TIAFT President or another allocated Board member will review the exclusion criteria and thereafter collate applications into electronic packages and distribute them to all TIAFT Board members for review.

REVIEWING APPLICATIONS FOR TIAFT TRAVEL GRANTS

All TIAFT Board Members will independently review and score the applications for TIAFT Travel Grants and then participate in a group discussion to decide which will receive a grant for the upcoming meeting.

To ensure objective reviews, all reviewers will independently prepare an evaluation form based on detailed scoring criteria (Appendix B). The individual scores will be provided to the TIAFT President who will then compile them into a group score sheet that will be used for Board discussions. Initially, the average scores for each criterion will be used to facilitate the discussion. It is expected that during the discussion, some Board members may wish to modify their original scores upon hearing the reasoning for another Board member's evaluation score. This is perfectly acceptable and will help ensure that the best decisions are made in awarding TIAFT Travel Grants. Once an adequate discussion has occurred, the final scores will be reviewed, and a decision will be made as to those that will be offered the grant for the coming meeting.

NOTIFYING WINNERS OF TIAFT TRAVEL GRANTS

Within one week of the Board's review, the TIAFT President will notify all applicants of the Board's decision concerning their application. For those selected to receive the TIAFT Travel Grants, the TIAFT Treasurer will be copied in the notification so that follow up communication can be had with the awardees about receipt requirements and how payments will be handled.

PAYMENT OF TIAFT TRAVEL GRANTS

It is important to realize that, except for the meeting registration fee, TIAFT Travel Grants are *reimbursements* of travel and lodging expenses and not prepayments of these expenses by TIAFT. Grant payments are arranged with the TIAFT Treasurer and are made after receipts of expenses are

provided. All payments will be made within 30 days after the last day of the annual meeting and can be made by check, wire transfer, or PayPal transfer. Grant awardees are responsible for any bank fees (i.e. wire transfer fees, PayPal fees, or international check fees).

ENSURING AWARDEES FULFILL TIAFT TRAVEL GRANT REQUIREMENTS

Each TIAFT Travel Grant awardee is required to attend the entire TIAFT annual meeting. This includes being present in all scientific sessions, poster sessions, the business meeting, and social events, including the farewell banquet. Failure to actively attend the annual meeting may result in forfeiture of the grant.

Within three months after the end of the TIAFT annual meeting, each TIAFT Travel Grant awardee for that year's meeting is required to provide a report to the TIAFT Bulletin Editor(s) on the value they gained from attending the meeting. This report will be published in the TIAFT Bulletin.

APPENDIX A: APPLICATION FORM

Application for Annual TIAFT Travel Grant

Annual TIAFT Travel Grants will provide financial assistance of a maximum of USD 2,000 plus the registration fee for that year's annual meeting. The grant will cover the most cost-effective direct travel to and from the annual meeting (e.g., airfare, train, etc.), as well as the cost of economical accommodation for the night prior to the first day of the annual meeting through the night of the farewell banquet. The grant is not to be used to cover the cost of meals, miscellaneous personal expenses, accompanying persons, or pre-/post-conference tours. Additionally, except for the annual meeting registration fee, the TIAFT Travel Grants serve as *reimbursements* of travel and lodging expenses and not prepayments of such.

Any TIAFT member in good standing is eligible to receive a travel grant provided that they have been a member for at least one year at the application's closing deadline for that year's meeting. No exceptions to these requirements will be made.

Name of Applicant: _____

Affiliation: _____

Professional Address: _____

_____

_____

Email: _____

Return completed form to the info@tiaft.org

DEADLINE FOR SUBMISSION: See TIAFT Website for deadline (Note: Late submissions will not be considered).

1. GENERAL INFORMATION

A. I have been a TIAFT members since: _____ Standard or DCF Member? _____

NOTE: You must be a TIAFT member in good standing for at least one year prior to the deadline for the travel grant submission.

B. I have previously applied for a TIAFT Travel Grant: _____ YES _____ NO

C. I have previously received a TIAFT Travel Grant: _____ YES _____ NO

If "yes", please list years that the grant(s) was(/were) previously received:

_____

NOTE: If you have received a TIAFT travel grant in any of the last three years, you will not be considered for this year's travel grant.

D. Please attach your abstract submitted to this year's annual TIAFT Meeting?

Is the abstract accepted by the meeting organizers? _____ YES _____ NO
_____ UNKNOWN

If YES, is it an oral or poster presentation:

E. How long have you been working full-time in the field of forensic toxicology? Please, specify clearly (if applicable) time of graduate studies, Ph D., positions you have held and are currently holding?

_____
_____
_____
_____
_____
_____
_____
_____
_____

F. List attendance and presentations at previous TIAFT meetings (virtual and in-person). Also indicate any additional TIAFT activities.

_____
_____
_____
_____
_____

2. DEMONSTRATION OF FINANCIAL NEED

G. Please explain why attending this year's annual TIAFT Meeting is important to you:

_____
_____
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H. Please explain in detail why you need financial assistance to attend the annual TIAFT Meeting. If you have attended previous TIAFT meetings or other international meetings, please explain how funding was secured for those meetings. Should you not be awarded the TIAFT travel grant, are you likely to attend the annual meeting through other means? Who can we contact to verify your financial need?

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I. Do you know if others from your agency or university also applying for a TIAFT Travel Grant? _____ YES _____ NO

If YES, please list the applicants name(s):

J. Please provide an *estimate* of the following costs (in USD). Check that your estimated expenses are as reasonable and accurate as possible:

Travel Expenses:		How was this value obtained? (e.g. Booking.com, Skyscanner)
Airfare:	$ _____	_____
Train/Bus:	$ _____	_____
Parking:	$ _____	_____
Other:	$ _____	_____
Lodging:	$ _____	_____

Name of hotel or hostel where you plan to stay: _____

_____

Total Estimated Expenses: $ _____

3. ACKNOWEDGEMENTS

Please check each box to indicate that you understand the requirements within each of the following statements:

☐ I understand that I am to use the most cost-effective direct travel to and from the annual meeting (e.g., airfare, train, etc.), as well as the cost of economical accommodation for the night prior to the first day of the annual meeting through the night of the farewell banquet.

☐ I understand that I should make every needed effort to obtain a visa (if applicable) in time

- ☐ I understand that the grant is not to be used to cover the cost of meals, miscellaneous personal expenses, accompanying persons, or pre-/post-conference tours.

- ☐ I understand that if I am awarded a TIAFT Travel Grant, I will be required to attend the entire TIAFT annual meeting. This includes being present in all scientific sessions, poster sessions, the business meeting, and social events, including the farewell banquet. Further, I understand that if I fail to actively attend the annual meeting, I may be asked to forfeit some or all of the travel grant. Finally, I understand that I will be required to write a report on the meeting for the TIAFT Bulletin to be delivered within 3 months of the meeting's end.

Signature: _____ Date: _____

Return completed form to info@tiaft.org

APPENDIX B: EVALUATION FORM

Evaluation Form for Annual TIAFT Travel Grant

To ensure objective reviews of Annual TIAFT Travel Grant applications, each TIAFT Board Member will independently prepare an evaluation form for each applicant based on the following scoring criteria. The individual scores will be provided to the TIAFT President who will then compile them into a group score sheet that will be used for Board discussions. Initially, the average scores for each criterion will be used to facilitate the discussion; however, it is expected that during the discussion, some Board members may wish to modify their original scores upon hearing the reasoning for another Board member's evaluation score. This is perfectly acceptable and will help ensure that the best decisions are made in awarding Standard Travel Grants. Once an adequate discussion has occurred, the final scores will be reviewed and a decision will be made as to those that will be offered the grant for the coming meeting.

Name of Applicant: _____

Affiliation: _____ Country: _____

Exclusion criteria:	**Scoring:**	**Accept for selection?**
Is application complete?	If "no", disqualify from consideration and do not score.	
TIAFT Member for at least one full year?	If "no", disqualify from consideration and do not score.	
Previous Travel Grant?	If within any of the last three years, disqualify from consideration and do not score	
Abstract submitted to meeting?	If "no", disqualify from consideration and do not score.	
Selection criteria:	**Scoring:**	**Your Score:**
Abstract accepted?	"Oral Presentation" – 5 pts "Poster Presentation" – 3 pts "No" – 0 pts	
Activity in TIAFT Committee	"Yes" – 5 pts "No" – 0 pts	
Length of time in field?	Count time working full-time on PhD towards this. < 1 year: 0 pts 1 to 3 years: 3 pts 4 to 9 years: 5 pts 10+ years: 1 pt	
Attendance at previous TIAFT in-person meetings?	No previous meetings – 5 pts 1 meeting in last 5 years – 4 pts 2 meetings in last 5 years – 3 pts 3 meetings in last 5 years – 2 pts 4+ meetings in last 5 years – 0 pts	
Attendance at virtual TIAFT meetings/workshops	No previous meetings – 0 pts 1 meeting in last 5 years – 2 pts 2 meetings in last 5 years – 3 pts	

	3 meetings in last 5 years – 4 pts 4+ meetings in last 5 years – 5 pts	
Previous Travel Grant?	0 grants: 5 pts 1 grant: 3 pts 2 grants : 1 pt	
Need for financial assistance Consider: Countries GDP per capita; Financial independence or not?; Other possible funding options? Importance of attendance? Attendance to other international meetings?	Review assessment of financial need. Score 0 to 10 pts.	
Estimated costs?	Good effort made to predict economical costs – 5 pts Not much effort made to predict costs – 2 pts Very expensive options selected/exaggerated costs – 0 pts	
Additional criteria	**No Score – personal consideration only**	
Others from same agency or university applying?	Evaluate with other members of TIAFT Board	
	TOTAL SCORE FOR APPLICANT	

Additional Comments or Concerns: _____