

## Jones-Hamilton Co. Undergraduate Student Travel Awards

### *Promoting career opportunities in the poultry sciences*

#### **OVERVIEW:**

The Poultry Science Association (PSA) with sponsorship from Jones-Hamilton Co, Inc. is providing an annual competition for eight (8) undergraduate student travel awards. The purpose of the Jones-Hamilton Co. Undergraduate Student Travel Award is to assist undergraduate students with travel expenses so that they may attend and present their research findings at the annual Poultry Science Association meeting.

Six (6) travel grants will be awarded to North American undergraduate students from the United States, Canada and/or Mexico. Each of these Jones-Hamilton Co. Undergraduate Student Travel Awards will be up to \$1,000 per student for qualified expense reimbursement.

Two (2) travel grants will be awarded to international undergraduate students or recent graduates who are not enrolled in graduate studies and who are living and doing undergraduate studies outside of the United States, Canada and Mexico. Each of these Jones-Hamilton Co. Undergraduate Student Travel Award will be up to \$2,000 per student for qualified expense reimbursement.

Applicants must be the presenting author of their abstract. All applicants will be notified of selection decisions by mid-May.

#### **ELIGIBILITY:**

1. Applicants must be duly registered or enrolled for an undergraduate degree or diploma in a recognized college, university or institution of higher education. They must be classified as a full-time student and must be following a curriculum in or related to poultry science or an allied field.
2. Applicants must be student members of the Poultry Science Association. Students who are not members must apply for membership to the Poultry Science Association before submitting materials for the travel award. There is no cost for student membership, which can be completed on the PSA website.
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 undergraduate student applicant must be a co-author of the abstract 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. When submitting the application for the award on the PSA Award Website, a brief letter is required from the academic sponsor of the undergraduate research project. If multiple student applicants are received from a department, the department head will be asked to prioritize the applicants based upon the students' qualifications and funding needs.

## **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 the award recipients.
2. The application must be typed in English and submitted with the following materials:
  - a. 1-page maximum typed cover letter describing your career interests in a poultry science-related area.
  - b. A typed copy of the abstract, written in English, that will be presented at the annual Poultry Science Association meeting.
  - c. 1-page maximum letter of recommendation from your academic research sponsor, indicating the current status of your undergraduate research program, your general interest in sciences and their recommendation to the selection committee for consideration of your application. More than one letter of recommendation is not allowed.
3. Decisions will be based on the quality of the submitted information. The Selection 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-May** 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 for North America or \$2,000 for international).
6. As part of this award, Jones-Hamilton will sponsor a reception each year at the annual meeting in recognition of the travel award recipients. PSA staff will coordinate this reception with Jones Hamilton and will be responsible for communicating with the travel award recipients in regard to the arrangements.

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

Applications can be submitted on-line at <http://www.poultryscience.org/travel-grants/lognom.asp>. If electronic access is not available to the applicant, then a written or faxed application must be received by the PSA Business Office by the deadline.

### **3.9 POLICY ON UNDERGRADUATE STUDENT TRAVEL GRANT SUPPORT/EXPENSES**

**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; tickets must be 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 No other specific incidentals shall be paid (phone, laundry, flight or medical insurance, etc).

3.9.4 If driving privately owned vehicles, the federal mileage rate is used for reimbursement ([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.

3.9.5 Rental cars will be reimbursed only if justified as the lowest transportation alternative. Rental vehicles must be selected at lowest reasonable cost (usually compact).

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

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

3.9.8 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.

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

3.9.10 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.

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