

IAFP Student Travel Scholarship

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Objective: To provide travel funding for full-time graduate and undergraduate students to attend the Annual Meeting (including symposia and technical sessions) of the International Association for Food Protection and to encourage developing scientists to participate in Association activities. Scholarships will be awarded to students enrolled full-time in a college or university food safety-related degree program.

For the 2024 program year, it is our pleasure to support the travel of up to 20 qualified students to attend IAFP 2024, to be held July 14–17, 2024 in Long Beach, California. Through generous contributions to the IAFP Foundation, scholarships will be awarded to students from countries with developing economies, from outside North America, and from North America. Up to two travel scholarships will be awarded to students attending Minority Serving Institutions (MSI) in North America.*

Application Deadline: Tuesday, January 23, 2024

Criteria for Applicants

- Be a Student Member of IAFP
- Be a full-time graduate or undergraduate student
- Demonstrate interest in and commitment to food safety and quality as a student enrolled full-time in a food science, microbiology, toxicology, or other program related to food microbiological or toxicological safety (undergraduate or graduate level) at a college or university at the time of the application deadline
- Submit an application as instructed on the application website (see next page) by **Tuesday, January 23, 2024**, that includes the following documents as **one PDF**:
 - 1) **Completed Student Travel Scholarship Application Form**
(Your final form will be emailed to you once you complete all required information on the Student Travel Scholarship section of the Awards page on the IAFP website.)
 - 2) **Statement of Interest** (*one page maximum*) explaining:
 - Why you are interested in food safety and quality
 - Your career aspirations
 - Why you wish to attend the IAFP Annual Meeting
 - Your current research projects (if any): how the project will enhance food safety or quality and who will benefit from the work
 - 3) **One letter of recommendation** (*one page maximum*) from faculty member or department head (*cannot be from a current IAFP Board Member*) to include:
 - Outstanding qualifications/contributions made throughout the student's academic career
 - Potential value the student possesses toward making significant future contributions in the food safety profession

*Listing of Countries with Developing Economies can be found at:
<https://www.foodprotection.org/upl/downloads/library/world-bank-designated-countries.pdf>

4) GRADUATE STUDENTS ONLY: Additional information (*one page maximum*) to include:

- List of received awards, honors, travel grants, scholarships, etc.
- Schools attended
- Involvement in local IAFP Affiliate
- Related activity or work

Additional Information for Application

- Applicant is not required to present an oral or poster technical paper to qualify for the award.
- Previous recipients of this scholarship are not eligible to apply.

Submitting Applications

- Your final **application form** will be emailed to you once you complete all required information on the Student Travel Scholarship section of the Awards page on the IAFP website.
- **The application form and all required documents must be submitted in English by the established deadline as one PDF to studenttravel@foodprotection.org.** Please follow directions carefully to avoid errors. Nominations received by email directly to the IAFP office or by mail will not be accepted. Do not send transcripts.
- If you have questions about this travel scholarship or the required documents, please contact Andrea Belzer at abelzer@foodprotection.org.
- Once you have submitted your complete application (**no more than 4 pages maximum for graduate students; no more than 3 pages maximum for undergraduate students**), you will receive an acknowledgement of receipt within 48 hours from Andrea. (If you do not, please contact Andrea.)
- Applicants will be notified of the final decision no later than **March 19, 2024**.

Travel Guidelines

Recipient Responsibilities

- If required, recipient will secure passport and visa for travel. Fees for passports and visas are NOT reimbursable. A letter of support can be provided upon request to apply for a passport/visa.
- Travel scholarship is not transferable to another student or professor.
- Recipient will be responsible for making economy-fare airline travel arrangements. Recipient will book airfare at least two months before the meeting to ensure the lowest economy fare available. *Please plan to arrive and be rested for attendance at the 5:30 p.m. Welcome Reception on Saturday, July 13, 2024.*
- Detailed instructions will be provided prior to travel regarding reimbursement for airfare, transfers and meals. (**NOTE: Reimbursement will include an allowance for out-of-pocket meals.**)
- Fees for rental cars for travel during **IAFP 2024** will NOT be reimbursed. Ubers, taxi and shuttle fees will be reimbursed **only** for travel to and from your local airport and travel between the Los Angeles airport and your assigned hotel.
- Recipient is asked to submit a written summary of their experiences at the Annual Meeting by **August 16, 2024** for publication in *Food Protection Trends*.

IAFP Responsibilities

- **IAFP 2024 registration will be made and paid directly by IAFP.**
- **Hotel reservation (for single or double occupancy) will be made and paid directly by IAFP.** (*You will not have to share a room.*) The reservation will be made in the recipient's name for arrival on Saturday, July 13 (Friday, July 12, if traveling from outside North America), with departure on Thursday, July 18. **NOTE: Recipient may be asked at the time of check-in to provide cash or an active credit card to be placed on hold for any incidentals charged to the room.**

Questions regarding the reimbursement policy for the IAFP Student Travel Scholarship should be directed to Andrea Belzer, Awards Coordinator.

IAFP Student Travel Scholarship Judging Procedure

Procedure for evaluation of each applicant

This procedure was designed with the intention of providing a matrix to help the award jury select a winner with a relatively equitable, semi-quantitative method. Applicants have been instructed to provide specific information that reflects the expectations and specific intent of the Student Travel Scholarship.

The jury's task is to evaluate the applicant by measuring his or her performance against the criteria listed above and applying the 1-10 Rating Scale given below. To obtain each criterion's weighted score, multiply the criterion's % weight (in decimal format) times the score that was assigned from the 1-10 Rating Scale. Applicants should be ranked for each criterion on their own merit and should also be ranked in relation to other nominees. The table provided on the next page should be used to organize the evaluation data. Add the weighted scores in order to obtain the overall ranking of the candidate.

Rating Scale

9.0 – 10.0	Outstanding: performance exceeds <i>judge's</i> expectations for criterion
8.0 – 8.9	Above average: performance is above average expectation level for criterion
7.0 – 7.9	Average: performance meets average criterion expectations
6.0 – 6.9	Below average: performance below expectations
5.9 or less	Unsatisfactory or not applicable: performance does not meet criterion expectations, or the criterion does not apply to the candidate

The following is an example of a **graduate student** applicant receiving a perfect score (10 in each criterion).

Award Criteria	Criterion % Weight (x Factor)	Judge's Score	Weighted Score
Statement of interest	50 % (0.50)	10.0	5.0
Letter of recommendation	30 % (0.30)	10.0	3.0
Awards, honors	10 % (0.10)	10.0	1.0
Related activity or work	<u>10 % (0.10)</u>	10.0	<u>1.0</u>
	100 %		10.0

The following is an example of an **undergraduate student** applicant receiving a perfect score (10 in each criterion).

Award Criteria	Criterion % Weight (x Factor)	Judge's Score	Weighted Score
Statement of interest	60 % (0.60)	10.0	6.0
Letter of recommendation	<u>40 % (0.40)</u>	10.0	<u>4.0</u>
	100%		10.0

Rating nominees and determining recipient of the award

These ranking categories should be used by the jury to determine if applicants merit receiving the Student Travel Scholarship. The Student Travel Scholarship recipients will be the highest ranking of all nominees. The ranking should be 8.0 or higher for graduate students and 6.4 or higher for undergraduate students in order to be named as the recipient. However, if no applicant meets this ranking level, judges may present rationale to the committee chair for selecting an applicant whom they feel is a worthy recipient of a Student Travel Scholarship.