The Wildlife Society

Early Career Professional Working Group

Professional Development Grant Application

The objective of the Early Career Professional Working Group (ECPWG)’s **Professional Development Grant** is to provide funding to facilitate training, research, and professional opportunities for early career professionals. ECPWG will award one grant (up to $500) per year to ECPWG members on a competitive basis. Awards are contingent upon availability of funds. Eligibility requirements: applicants must be ECPWG members and cannot be enrolled in a full-time degree program.

What constitutes professional development?

* Attendance at state, regional, or national TWS meetings
* Training
* Workshops

Applications will consist of a short essay, budget of costs, description of meeting or workshop/training, and description of applicant’s involvement or need for training (presenting at meeting or workshop, how it meets your professional goals, etc.) in ONE document (.doc or pdf) saved as Applicant’sLastNameYear in an email with the subject line “ECPWG Professional Development Grant application – Applicant’sLastNameYear” submitted to ecpworkinggroup@gmail.com.

For 2018, the deadline for the professional development grant is **Friday,** **June 15th at 11:59 PM EST.** Following 2018, applications will be considered on a rolling basis. After the deadline has passed, the grants review board will rank the submitted applications based on the evaluation criteria (see review document). The number and value of scholarships may change on an annual basis due to program requirements and funding.

The grants review board will notify applicants if they have been selected and those not awarded. Notification will be via email.

Once the workshop/training/meeting has completed, awardees will submit scanned receipts/total costs to ecpworkinggroup@gmail.com. The treasurer will write a check and mail it to the awardee, not to exceed $500.

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Indicate grant category: Professional Meeting [ ]  Workshop/Training [ ]

Please fill out 1 application per training/workshop/professional meeting. ALL applications must be typed. The review board will NOT review applications that are not typed.

1. **Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: ( ) -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best way to contact you (phone or email)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Meeting, workshop, training information**

Name of meeting/workshop/training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State (include country, if other than United States of America): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you anticipate receiving or applying for any additional funding for this professional development opportunity from another source?

[ ]  No

[ ]  Yes

If yes, please explain how much, what the source is, and whether or not the ECPWG award would be used as matching funds.

**ECPWG Professional Development Grant**

**Merit Classification Form – Part I**

The **Early Career Professional Working Group** (**ECPWG**) has developed a point-based system in order to award the professional development grants in a competitive and unbiased manner. See Application Review document for criteria by which applications will be judged.

|  |
| --- |
| **Service Criteria** |
|  Are you a current TWS member?  |
|  Are you a current ECPWG member?  |
| List all past and current involvements with TWS, and indicate which years active.  |
| List all TWS leadership positions or committee positions held. |

|  |
| --- |
| **Merit criteria** *Check all that apply**If you are attending and/or presenting at a meeting, please fill out only section 1.**If you are attending a training or workshop, please fill out only section 2.*  |
| **Type of Meeting, Training, or Workshop** |
| International or National  | [ ]  |
| Regional StateLocal | [ ] [ ] [ ]  |
| **Section 1. Scientific Meeting**  |
| Attendance | [ ]  |
| Poster presentation as primary author | [ ]  |
| Oral presentation as primary author | [ ]  |
| Additional oral or poster presentation as primary author | [ ]  |
| Other, e.g. organizing a symposium or workshop as part of the meeting, chairing a business meeting, etc.List all other activities:      | [ ]  |
| Were you formally invited to give your presentation? | [ ]  |
| **Section 2. Workshop/Training**  |
| Attendance | [ ]  |
| Were you formally invited to present or teach?  | [ ]  |
| **Economic criteria**  |
| If driving to Meeting/Workshop (or airport), will you be carpooling with others?  | [ ]  Not driving [ ]  Yes[ ]  No  If no, why?       |
| Will you be sharing a hotel room with other registered meeting attendees? | [ ]  Yes [ ]  No  If no, why?       |

**ECPWG Professional Development Grant**

**Merit Classification Form – Part II**

**A. Attach copies of all abstracts to this application packet. Do not include if applying for training/workshop grant.**

# B. Written Statement from Applicant

 The **Early Career Professional Working Group** (**ECPWG**) asks that you write a personal statement as to help us understand the importance of the activity in which you are participating. If you are participating in a training or workshop, please provide a description of the activity. If you are attending a meeting and not presenting, please describe the nature of the meeting. If you are presenting at a professional meeting, please describe the nature of your work to be presented. How will this experience benefit you academically and professionally? Will you give any presentations to your department or organization when you return? (Limit 300 words)

**C. If formally invited to present or teach, provide documentation of the invitation (scanned pdf of invite email or letter, etc.).**

**ECPWG Professional Development Grant**

# Budget Form

**\*PLEASE READ CAREFULLY –** Complete all sections below with estimated or actual expenses. If a section does not apply (i.e., stayed with a friend and thus have no hotel expense), please indicate the reason in the space provided. Do NOT include receipts in this application packet. Award amount may be up to $500, but is not to exceed actual expenses and is contingent upon submission of original receipts for eligible travel-related expenses to the ECPWG Board.

**A. Conference, Meeting, or Workshop**  Registration fee: $0.00

[ ]  Does not apply. Reason:

**B. Transportation**

Plane fares $0.00

Personal car (      mi. x $0.55/mi) $0.00

Other transportation expenses (incl. rental vehicle, toll, taxi/shuttle, parking) $0.00

 Describe:

**Total transportation expenses**  $0.00

 [ ]  Does not apply. Reason:

**C. Housing**

Description of Housing:

\*Note: Only housing–related fees are eligible for reimbursement. Phone, room service, pay-per-view expenses, etc. will not be reimbursed.

Number of nights    X Base room rate $0.00 = $0.00

**[ ]** Does not apply. Reason:

**Total travel expenses** **$0.00**

**Less other funds received (must use negative sign in this field)**  - $0.00

TOTAL UNFUNDED TRAVEL EXPENSES

**D. Unfunded Expenses**

In a short written answer, please address the following questions: if you are not funded for this ECP grant cycle, would you still attend the professional development opportunity? Why or why not? If funded for this grant cycle, will all expenses be covered? If not, how will you meet any unfunded expenses (will you be seeking other funding, etc.)?