

## **The LAMA Foundation Scholarship Fund**

The following guidelines have been established for the LAMA Foundation Scholarship This Scholarship Fund is used to provide qualified applicants with financial assistance. These funds may be used for tuition to attend accredited universities, colleges or vocational trade schools, AALAS certification courses and exams, CMAR certification courses and exams, continuing education courses for laboratory animal science, medicine or management, professional meetings, workshops, seminars, or training programs.

### **ABOUT THE APPLICANT**

1.1 Applicant should be a current member of the Laboratory Animal Management Association or the American Association for Laboratory Animal Science. However, exceptions may be made for applicants who show an strong interest in pursuing education, training or advancement in the field of laboratory animal science, medicine or management but our not currently members of these organizations. The applicant must provide in their application a current CV or resume, a brief outline of the course or program that they wish attend, tuition or estimated costs and evidence that they would not be able to attend without the LAMA Foundation's financial support.

1.2 Applicant will need a **letter of recommendation from his or her supervisor.**

1.3 Applicant must submit the **LAMA Foundation Scholarship Award Application Form.**

1.4 In the event of multiple qualified candidates, the LAMA Foundation Board of Directors will review and make granting decisions based upon the strength of the applications, letters of support from the supervisor, evidence of bona fide financial need (i.e. no support from their institution or facility) and their commitment to the program for which support is requested.

1.5 After completing a sponsored program, the applicant must be prepared to write a short article for the LAMA Review or for the LAMA on-line website.

### **ABOUT THE APPLICATION**

2.1 Applications are available throughout the year on the LAMA website (<http://www.lama-online.org>).

2.2 Applications for non-ILAM Scholarships have no deadline. You may apply for a scholarship for any program at anytime during the year. ILAM Scholarships Applications must be submitted five months before the ILAM Program.

2.3 Applications must be submitted to the name and address listed on the form.

2.4 The LAMA Foundation Directors or an ad hoc scholarship committee will review all applications.

2.5 All applicants will be notified of the LAMA Foundation's decision.

### **ABOUT THE SCHOLARSHIP AWARD**

3.1 Recipients of the LAMA Foundation Scholarship will be highlighted on the LAMA online website and in the LAMA Review.

3.2 ILAM Scholarship Recipients will receive up to \$2,500.00 to assist in their travel, lodging, registration, food (\$40.00 per diem allotment), tuition, books and/or exam fees. The original receipts, with an expense form, shall be submitted to the LAMA Treasurer with written proof of completion of the course or certificate of attendance to the workshop, seminar or meeting.

3.3 Travel/Expense Report forms can be obtained from the LAMA Secretary/Treasurer.

3.4 All moneys awarded will be utilized to attend approved meetings, seminars and workshops, training programs, enroll in college courses etc., as deemed appropriate by the LAMA Foundation Board of Directors.

3.5 The recipient(s) of LAMA Foundation Scholarship will be required to sign either a promissory note for advanced funds or submit the required travel/expense report forms. It is expected that recipient(s) use the award for the stated and approved purpose. If the recipient is unable to attend or does not complete the course, all funds will be returned to the LAMA Secretary/Treasurer. In the event that these funds are not used for the approved and stated purpose the LAMA Foundation reserves the right to investigate and pursue applicable legal action.

3.6 The LAMA Secretary/Treasurer must keep a separate account for all moneys received or spent, with the LAMA Foundation.

3.7 It will not be mandatory for the scholarship moneys to be awarded annually.

3.8 LAMA Executive Officers, Directors of the LAMA Foundation or their families are not eligible for any award(s).