



## **ILAM Scholarship Application Instructions**

Institute for Laboratory Animal Management • May 22 – May 26, 2022 • Memphis, TN

# **INSTITUTE FOR LABORATORY ANIMAL MANAGEMENT SCHOLARSHIP**



- Two-phase program (5 days each year)
- Unique senior level college course
- Held annually in the spring
- This award was established to help defray the cost of attending the ILAM program. The amount of the stipend will cover the cost of registration, course material, and travel expenses for a maximum of \$3,250.

### **Application Deadline – September 1, 2021**

**Selection of the scholarship recipient is based on merit and financial need.**

**Selection criteria include, but not are limited to:**

Job Performance

Academic Achievement and AALAS Certification

Professional/Branch Involvement and Contribution

Advancement Potential

Financial Need

**Only complete and on-time applications will be considered.**

Send complete application & supporting materials to: Madeline Kirmeyer

Email: [madeline.kirmeyer@aalas.org](mailto:madeline.kirmeyer@aalas.org)

## *Perspective ILAM Scholarship Applicants*

Applicants must be a member in good of the American Association for Laboratory Animal Sciences or the Canadian Association for Laboratory Animal Sciences. They need to be currently employed in a position that involves management or supervision of individuals employed in Laboratory Animal Sciences and have been in said position for at least one year. They must also be AALAS-certified at the LAT level or higher.

Judging will be based on the application letters which should include:

- Letter from applicant specifying why they would like to attend ILAM
  - This letter should include the goals and objectives the candidate wishes to achieve, and evidence that without financial support, the candidate would not be able to attend.
- Letter of recommendation from supervisor, manager or director, which should include specific examples of the applicant's key qualities in action as well as acknowledgment that financial support will be provided for the applicant to attend second year ILAM.
- Two other letters of recommendation (from customers of facility, researcher, or scientist, if applicable).

The scholarship is available for the first year of ILAM training ONLY. Applicants must receive funding from their employer or self-fund the second year. Ancare hopes that all institutions and applicants realize the importance in training, and are therefore willing to contribute towards their growth.

All applications must be received no later than September 1, 2021. ILAM will not extend the application deadline for this scholarship.

## *Scholarship Awards*

ILAM scholarship awards for year 1 of the course are outlined below.

The ILAM Scholarship shall consist of:

- First year tuition (\$1000) paid directly to AALAS.
  - \$2,250 paid directly to the winner to cover
    - 6 days accommodation at The Hilton Memphis (Meals not included, \$1,500)
    - Airfare (up to \$500)
    - Stipend for incidentals (\$250)
    - Amounts will be paid with check(s) drawn on a U.S. bank in U.S. dollars.
- Total Value: \$3,250

**The recipient(s) of ILAM Scholarship awards will be required to sign either a promissory note for advanced funds or submit an expense report form. 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 Ancare. In the event the funds are not used for the approved and stated purpose, Ancare reserves the right to investigate and pursue applicable legal action.**



# Ancare ILAM Scholarship Application Form

Funded by Ancare

## General Information

Date \_\_\_\_\_

First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Organization/Institution \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Number of employees under your direct supervision \_\_\_\_\_

Annual operating budget under your supervision \_\_\_\_\_

Total annual operating budget of your department \_\_\_\_\_

Name of your immediate supervisor \_\_\_\_\_

Title of your immediate supervisor \_\_\_\_\_

Email of supervisor \_\_\_\_\_ Phone of supervisor \_\_\_\_\_

## ILAM References and Supporting Materials

Funded by Ancare

I have requested that the two persons listed below (neither of whom are my supervisor) submit confidential letters of support for this application directly to the address below.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Letter of Request:** The letter should state why you would like to attend the ILAM program. This should include the goals and objectives you wish to achieve and justification for requesting financial assistance.

**Curriculum Vitae/Resume:** Please include your most recent curriculum vitae.

I have made arrangements with my current employer so that I may attend \_\_\_\_\_ (list year) ILAM program.

Date \_\_\_\_\_ Typed Name of Applicant \_\_\_\_\_

**Deadline for applications and all supporting documentation is September 1, 2021. Late or incomplete applications will not be considered.**

Send complete application & supporting materials to: Madeline Kirmeyer

Email: [madeline.kirmeyer@aalas.org](mailto:madeline.kirmeyer@aalas.org)