

IAFP Travel Award for Health or Agricultural Department Employees in North America

Proudly sponsored by:



Objective: To provide travel funds for city, county, state, or provincial health or agricultural department employees (epidemiologists, food and molecular microbiologists, and environmental health specialists) working in North America to attend the Annual Meeting of the International Association for Food Protection and to encourage participation in association activities.

For the 2024 program year, it is our pleasure to support the travel of up to five qualified health or agricultural department employees in North America to attend IAFP 2024, to be held July 14–17 2024, in Long Beach, California. This award is sponsored by IAFP and the IAFP Foundation.

Application Deadline: Tuesday, February 13, 2024

Criteria for Applicants

- Have a demonstrated interest in and commitment to food safety and public health
- Hold employment in a city, county, state, or provincial health or agricultural department in North America* (university employees are **not** eligible to apply)
- Submit an application package (four-page maximum) by **Tuesday, February 13, 2024**, that includes:
 - 1) **Completed Travel Award Application Form**
 - 2) **Statement of Interest** (one page maximum) explaining:
 - Your specific area of interest in food safety and quality
 - Your career accomplishments (or aspirations)
 - Why you wish to attend the IAFP Annual Meeting
 - 3) **Letter of recommendation or support** (one page) from a department head or co-worker (*cannot be from a current IAFP Board Member*)
 - 4) **Additional information** to include (one page maximum):
 - Schools attended
 - Involvement in local IAFP Affiliate
 - List of awards, honors, etc. received
 - List of travel grants and scholarships received
 - Other relevant supporting materials

Additional Information for Application

- **Applications must be submitted as one PDF (four pages maximum) to travel@foodprotection.org by Tuesday, February 13, 2024.** Please follow directions carefully to avoid errors. **Applications received by email directly to the IAFP office or by mail will not be accepted.** If you have any questions about this award or the required documents, please contact Susan Smith at ssmith@foodprotection.org.
- Once you have submitted your **complete** application, you will receive an acknowledgment of receipt from Susan within 48 hours. (If you do not, please contact Susan.)
- Applicants will be notified of the final decision no later than **April 3, 2024**.
- Recipients of this travel award are eligible to re-apply after two years.
- IAFP Membership is not required.

Travel Guidelines

Recipient Responsibilities

- Travel award is not transferable to another colleague.
- Recipient is responsible for obtaining and payment for a passport to enter Canada (if required).
- Recipient will be responsible for making economy-fare airline travel arrangements. Recipient will book airfare one to two months before the meeting to ensure the lowest economy fare available. *Please plan to arrive in time for attendance at the 5:30 p.m. Welcome Reception on Saturday, July 13.*
- Receipts for airfare and transfers should be submitted electronically to IAFP for reimbursement after completion of conference. (NOTE: Reimbursement will include an allowance for out-of-pocket meals. Detailed instructions will be provided at a later date.)
- 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

- Total award for recipient shall not exceed \$2,500 in U.S. funds.
- **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 with departure on Thursday, July 18.

Questions regarding the reimbursement policy for the IAFP Travel Award in North America should be directed to Susan Smith, Awards Coordinator.

NOTE: For a complete list of North American countries, go to:
http://en.wikipedia.org/wiki/List_of_North_American_countries_by_population

IAFP Travel Award for Health or Agricultural Department Employees in North America 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 Travel Award.

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 *judge's* 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 an applicant receiving a perfect score (10 in each criterion).

Award Criteria	Criterion % Weight (x Factor)	Judge's Score	Weighted Score
Statement of Interest	45 % (0.45)	10	4.5
Letter of recommendation	25 % (0.25)	10	2.5
Additional Information	<u>30 % (0.30)</u>	10	<u>3.0</u>
Total	100 %		10.0

Weighted score = criteria score given based on rating guideline times criteria weight factor:
(e.g., if Statement of Interest score = 5; 5 x 0.45 = 2.25 weighted score)