



ADVISOR TRAVEL GRANT
CAAHP REGIONAL MEETING, April 19-22, 2017 Des Moines, IA

The Board of Directors of CAAHP recognizes that there are advisor members who may be unable to attend regional meetings because of financial constraints at their institutions. In 2016, the CAAHP Board set aside funds to establish travel grant awards to help support advisors who will not receive funding, or will receive only partial funding, from their home institutions to attend the 2017 CAAHP Regional Meeting, April 19-22, 2017 in Des Moines, IA.

As there are a limited number of funds, we cannot guarantee an award to all who apply, nor can we guarantee that the maximum amount or full amount requested by an applicant will be awarded. Decisions on travel grant awards will be made by the Travel Grant Committee. Applicants are required to complete an application form and submit an essay on how their attendance at the meeting will benefit them and their students ***no later than January 20, 2017***.

The maximum travel grant amount that an individual will be awarded is \$1000. The travel grant is meant to cover hotel expense and/or travel expense. There will be no reimbursement for meals or other incidental expenses through the travel grant program. Expenses for this award may include hotel rate and tax (3 nights maximum at \$178.08 per night; for a total of \$534.24) or travel. If you apply for both hotel and travel there will still be a cap on the maximum award of \$1000. (\$534.24 for hotel and the remainder, \$465.76 to put toward travel expenses). In addition, CAAHP travel grant recipients this year will also receive a full registration fee waiver for the meeting (a \$265 value based on Early Bird Registration). We hope to communicate decisions on travel grant awards by March 1, 2017.

Instructions on conference registration, hotel reservations, and reimbursements: Travel grant applicants should make hotel reservations now (before grant notifications) to assure accommodations are available. Please register for the conference as soon as possible (starting January 23) to receive the “Early bird” rate and choose the “Pay by check” option, but send no payment until you are notified of our travel grant decision. In the event that attendance is not possible, hotel reservations can be cancelled per hotel policy. *All expenses awarded will be reimbursed after the conference and will require original receipts.* Questions should be directed to Valerie Bennett, CAAHP Treasurer and Travel Grant Committee Chair (phone: 309-677-3961; email: vbennett@fsmail.bradley.edu).

The regional meeting provides a variety of valuable professional development opportunities for advisors to enhance their professional skills through interactive workshops, panel discussions, and updates on admission and career trends from various health profession associations. Advisors have the opportunity to interact one-on-one with health professions schools’ Deans and Directors of Admission at the Health Professions Education Fair. In addition, the meeting provides advisors the chance to share best practices and to network with other advisors from around the region. Conference participants leave the meeting with useful materials and additional support with which to face the challenges associated with advising, and to ultimately benefit their students.

The CAAHP Board of Directors is pleased to be able to offer this travel grant to advisors and hopes to continue this support for future regional and national meetings. We hope to see you at the 2017 meeting in Des Moines!

Valerie Bennett, Ph.D.
Treasurer & Travel Grant Committee Chair

Jean Miller
Travel Grant Committee Member

Tracy Wright
Travel Grant Committee and At-Large Member,
CAAHP Board of Directors

Tammy Welchert, Ph.D.
President, CAAHP

The CAAHP Travel Grant Committee wishes to thank the National Association (NAAHP) for sharing some of the language and ideas from the national grant program.