



BioCommunications Association, Inc.

389 Newport Avenue, Attleboro, MA 02703-5617

Email: office@bca.org

Online: www.bca.org

BCA BIOC COMM Educational Support Grant Application

Completed grant applications should be submitted to the current EFFE Committee Chair.

Please read all guidelines and include the signed declaration statement.

The grant is available to assist with financial support of BCA members who do not receive funding support from their employer to participate in BCA BIOC COMM meetings. The grant was created through the generosity of BioCommunications Association (BCA) members and friends to support educational projects that demonstrate merit in the field of biocommunications and enable participants the opportunity to enhance proficiency in public speaking and foster writing skills.

There are three steps to the application process. First, a BIOC COMM abstract must be submitted and accepted by the Director of Conferences. Secondly, an article for the BCA newsletter or the Journal of Biocommunications, or instructional content for the BCA website must be submitted and accepted by the Director of Communications. Lastly, complete the BIOC COMM grant application and submit to the current EFFE Committee Chair. The EFFE Committee has one application deadline per calendar year, which is on or about December 15. Check the BCA Web site at www.bca.org for the current year's date.

BCA membership for 3 consecutive years or longer is a requirement. The EFFE Committee will evaluate completed applications and awards will be made on the basis of merit and the availability of funds. United States residents will receive a Form 1099 from the BCA for income tax purposes.

Applicant Contact Information

Date _____

Name _____ Social Security Number _____

Position title _____ Company/Institution _____

Department _____

Work Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Home Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone: wk. _____ hm. _____ Email Address _____

Funding amount requested (US \$), not to exceed \$2,000.00. _____

Funds are issued following the BIOC COMM meeting . Applicant must submit expenses within 60 days following the meeting. Applicant will receive 2/3rd of the funding after completion of the presentation and expenses are submitted to BCA Central Office. The remaining 1/3rd will be issued upon completion of the article or video tutorial.

BIOCOMM Meeting Plan

Give the fullest possible details of the abstract you submitted and will present at the BIOCOMM meeting. As part of this grant, awardees should acknowledge BIOCOMM EFFE grant support.

Follow-up article or instructional tutorial for BCA publication

Give a description of the article or instructional tutorial you will submit for publication to BCA. This article may be published on the BCA website or BCA You Tube or the The Journal of Communications. The article or video submitted will be used as an educational resource for visual communicators in the life sciences and medicine. The article or instructional video must be completed and submitted within 6 months of reimbursement of funding.

Contact Information

Submit a letter of recommendation from a supervisor or instructor in support of your application that includes a statement that funding for BIOCOMM is not provided or only partially funded for educational meetings.

Current supervisor _____ May we contact this person? _____ Yes ___ No ___

Supervisor's title _____ Company/Institution _____

Department _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone: voice _____ Fax _____ Email Address _____

If you are not currently employed or self-employed, submit a statement stating you do not receive financial support from any other source to attend a BIOCOMM meeting.

Financial Information

Give the fullest possible information concerning the costs for travel, registration, and hotel. Meals and ground transportation is not a covered expense. Total amount cannot exceed \$2,000.00.

Within 60 days of attending the conference the applicant is responsible for submitting a travel and business expense report to BCA Central Office. Receipts for conference expenses covered by this grant must be submitted before reimbursement can be made.

I have read the Guidelines for Potential Applicants and agree to be bound by any statements and conditions contained therein. To the best of my knowledge the statements made by me in this application form and in all accompanying documents are the truth. I agree to furnish the BCA with all necessary information concerning the application, including a letter stating I do not have other funding sources to attend BIOCOMM.

I agree to give BCA publication rights and credit for articles, photographs and instructional tutorials submitted. By accepting below, I acknowledge that the appropriate patient and/or copyright permissions have been obtained for the works submitted and agree to be bound by the published rules. I understand and accept that the BioCommunications Association, Inc. (BCA) may choose to publish these works by print and/or electronic means and on the Web without additional compensation to the copyright holder.

Signature of applicant _____ Date _____

Attach your letter from your employer if applicable

For BCA official use only

Date received by EFFE Committee _____ Chair _____

Action recommended by EFFE Committee _____ Date _____

Date received by Board of Governors _____ President _____

Action taken by Board of Governors _____ Date _____

Date approved _____ Total funds awarded _____ Date funds issued _____



Guidelines for Potential Applicants

Purpose

To ensure that the proceeds from the BioCommunications Association, Inc. (BCA) Endowment Fund for Education (EFFE) are used to assist with financial support to BCA members who do not receive funding support from their institution to participate in BCA educational conferences. It is not intended to replace other funding opportunities available to the individual. The abstract for presentation and articles submitted for publication are within the scope and intent of the fund as defined by the Executive Committee.

I. Policy Statements

- A.** Proceeds from the EFFE are not restricted to educational projects proposed by the BCA membership. The funds are restricted to the support of educational endeavors through grants as defined below.
- B.** Proceeds from the EFFE BIOCOMM grant must be used to attend a BIOCOMM annual meeting and applicant agrees to present approved and accepted abstract at the meeting. In addition applicant will submit an article for BCA News or The Journal of Biocommunication or an instructional tutorial for the BCA website or BCA YouTube channel.
- C.** The Executive Committee and/or its nominees have absolute discretion concerning the approval of funding from the EFFE Committee and their decision is final.
- D.** The EFFE Chair can recommend BCA mentors for applicants that have minimal experience giving presentations or writing. Mentors can assist with the grant application and possibly offer additional assistance with the presentation or article.

II. Application for Funding

A. Eligibility requirements

1. A BCA member for 3 consecutive years or more.
2. BCA officers and EFFE Committee members are not eligible for grants while they are in office.

B. Special notes on application

1. General

- a.** All applications for funding must be made on the approved forms, accompanied by appropriate supporting documentation by the deadline date posted on the BCA Web site (www.bca.org).
- b.** By signing the application, the applicant gives the EFFE Committee, or its nominees, permission to investigate and verify all information provided.
- c.** The candidate must agree to cooperate with the EFFE Committee in providing additional information as it may request in order to properly evaluate any application for funding.

2. BIOCOMM grant applications must include the following documentation:

- a.** Current curriculum vitae (CV) for each applicant or applicants.
- b.** The dates of the BIOCOMM meeting applicant will attend.
- d.** An agreement that the BioCommunications Association, Inc., (BCA) shall have the right to publication. All publications concerning the grant funded should carry a credit line to the effect that it was funded from the EFFE of the BCA.

EFFE Application Checklist

Incomplete information will delay your application. Check the following:

- _____ Read the *Guidelines for Potential Applicants*.
- _____ An abstract for BIOCOMM has been approved by the Director of Conferences.
- _____ An article or instructional tutorial has been approved by the Director of Communications.
- _____ Time frame for the project and its funding is made clear.
- _____ Objectives of the grant have been made clear.
- _____ Complete descriptions of all travel costs, registration and accommodations has been given.
- _____ Total costs to attend the meeting and amount desired has been made clear.
- _____ Application is being submitted prior to annual deadline posted on the [BCA Web site](#).