



BioCommunications Association

389 Newport Avenue, Attleboro, MA 02703-5617

Email: office@bca.org

Web: www.bca.org

10/2024

BCA BIOCOMM Educational Support Grant Application

The grant is available to assist with financial support of BCA members (3 yrs or more) who do not receive funding support from their employer to participate in BCA BIOCOMM 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.

Guidelines

1. A BIOCOMM abstract must be submitted and accepted by the Director of Conferences.
2. An abstract for 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.
3. A completed BIOCOMM grant application is submitted to the current EFFE Committee Chair. The EFFE Committee will accept applications until the first of December of the year prior to an in person BIOCOMM. No grants will be accepted for digital conferences. Check the BCA Web site at www.bca.org for more information.

The EFFE Committee will evaluate **completed** applications and awards will be made on the basis of merit and the availability of funds. The amount of the grant will not exceed \$2,000.00 with three grants per year awarded, one per individual. The committee highly suggests that applicants are members in good standing that are not experienced speakers and would like the opportunity to present.

United States residents will need to give their Social Security number to the BCA Secretary/Treasurer after the grant has been approved for award so they may receive a Form 1099 from the BCA for income tax purposes.

I. Policy Statements

1. 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.
2. Proceeds from the EFFE BIOCOMM grant must be used to attend a BIOCOMM annual meeting and applicant agrees to present the approved and accepted abstract at the meeting. In addition, the applicant will submit an article for BCA News or The Journal of Biocommunications or an instructional tutorial for the BCA YouTube channel.
3. The Executive Committee and/or its nominees have absolute discretion concerning the approval of funding from the EFFE Committee and their decision is final.
4. 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 Executive Committee, Directors and EFFE Committee members are not eligible for grants while in office.
3. Individuals that have received a grant may not apply.

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.
- c. **A full and complete statement** of the applicant intended use of the funds.
- d. An agreement that the BioCommunications Association (BCA) shall have the right of first publication on any results from project funded wholly or partially from the Endowment Fund for Education. All publications concerning the project funded should carry a credit line to the effect that it was funded from the EFFE of the BCA.

3. Financial Information

Give the fullest possible information concerning the costs for travel, registration, and hotel. Meals and ground transportation are not covered expenses. **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 (office@BCA.org). **Receipts for conference expenses covered by this grant must be submitted before reimbursement can be made.**

Any information missing will delay or stop the process of the grant from moving through the committee.

EFFE Application Checklist

	Read and understood the Guidelines for Potential Applicants
	A full CV for applicant(s) is attached
	An abstract for BIOCOMM has been approved by the Director of Conferences
	An article or instructional tutorial has been approved by the Director of Communication
	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
	Application is being submitted prior to posted annual deadline



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Applicant Contact Information -- complete in full.					Date	
Name						
Position title				Company/Institution		
Department						
Work Address						
City		State/Province		Postal Code		Country
Home Address						
City		State/Province		Postal Code		Country
Phone	work		home		Email	
Funding amount requested (US \$) <i>not exceed \$2000</i>				When are funds required		
References Contact Information						
Current Supervisor				May we contact this person?		yes no
Title				Company/Institution		
Department						
Address						
City		State/Province		Postal Code		Country
Phone				Email		

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.

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. You may attach additional information as necessary.

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 BCANews, BCA YouTube Channel or the The Journal of Biocommunications. 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.

Financial Information

Give the fullest possible information concerning the costs of your travel, registration, and lodging.

Line Item	Amount in US dollars	Description of Item

Additional information about items if applicable

I have read the Guidelines 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

For BCA official use only

Date received	Chair
Action recommended	Date
Date received by Exec	Date Approved by Exec
Total Funds Awarded	Date Funds Issued
US Citizen SS#	Date and Method the BCA received results of the grant