



## Special Event Award Application

Deadline 31 January 2019  
Awards announced by 1 April 2019

The American Genetic Association grants awards each year for support of special events that advance the AGA mission, particularly to support student attendance. Eligible events include specialized workshops and short courses in topical areas of organismal genetics and genomics, but any event relevant to AGA's purpose will be considered. Events that could lead to *Journal of Heredity* articles will receive special consideration. Awards are between \$1,000 and \$15,000, with a maximum of \$70,000 in total allocated for 2019.

### **Guidelines**

Funding is competitive, and applications must follow all the guidelines; incomplete applications will be returned for resubmission. Contact the AGA Manager (Anjanette Baker, [agajoh@oregonstate.edu](mailto:agajoh@oregonstate.edu)) with any questions.

Please complete the details on the form that follows, expanding as needed within the page limits specified. Include a header on each page titled as shown below, replacing 'lastname' with the last name of the corresponding organizer and 'descriptor' with a one-word event descriptor:

**SEA2019\_lastname\_descriptor** (e.g., SEA2019\_Smith\_NextGen)

Save the form (without this page) as a PDF file with the same name. Check that there is no security block on the PDF that prevents it from being copied or extracted.

Do not include attachments such as CVs, extensive descriptions of previous workshops, or other additional information. The committee will request further details if needed.

Please note that the Association is unable to pay indirect costs. Special Event Awards provide for expenses such as travel and student registrations, rather than salaries and related personnel expenses. We do not fund payments to commercial teaching staff, e.g., bootcamp or bioinformatic teaching services.

If an award is granted, a brief final report is expected within 3 months following the event, or notification of intent to submit a manuscript to the *Journal of Heredity*. The AGA logo and mention of AGA funding should be included in event announcements. Any students supported by the award will receive a three-year membership in the AGA, which includes online access to the *Journal of Heredity*, access to the complete *Journal* archive from 1905, and eligibility to compete for awards.

## SEA2019\_ lastname\_descriptor

1. Title, location and planned dates for the event.
2. A 'stand alone' abstract of about 100 words suitable for an announcement in *Journal of Heredity* should the event be funded. The abstract must include the name and purpose of the event, and how AGA's funds will be used (e.g., to support student travel).
3. The name and contact details of the AGA member responsible for organizing the event and overseeing the expenditure of any funds awarded. Additional organizers' names may be added following the primary applicant's details.
4. The institution to which an award should be made. Include the name (person or department) to be written on any award checks, the address for mailing or bank account details for direct deposit, the EIN (Federal Tax ID number), and the signature of an authorized institutional representative.
5. A 1-page rationale for the event explaining:
  - (a) why the event is timely or needed
  - (b) how the planned event will address the perceived need
  - (c) how support from American Genetic Association will improve the event (e.g., by making it possible, or by making it more affordable for grad students and postdocs)
6. A 1- to 2-page description of the event including (if available):
  - (a) a list of primary participants (e.g., workshop leaders, course instructors)
  - (b) a preliminary schedule for the event
  - (c) a plan for how participants will be selected (if participation is limited)
  - (d) how the event addresses diversity (e.g., inclusion of women and minorities as speakers or participants)
  - (e) description of outcomes from previous support (if any) from the AGA, such as professional advancement of participants, publications, etc.
  - (f) relevant details not previously covered (if any)
7. A budget for the event, explaining how funds provided by an award would be used to support event activities. If funds are also being sought from other sources, the budget should show both how funds from the Association and from other sources will be used. The sources of other funds need not be identified, but the application should indicate whether the funds are in hand. Include a table outlining expenses and income. An example is given below:

<b>Expenses</b>	<b>Amount</b>	<b>Income</b>	<b>Amount</b>
<b>20 Student/Postdoc Travel Fellowships</b>	<b>\$10,000</b>	<b>AGA</b>	<b>\$10,000</b>
Speaker Travel	\$ 6,000	Registration	\$18,000
Speaker Lodging	\$ 3,500	University fund	\$10,000
Speaker per diem	\$ 500		
Meeting Room Rental	\$14,000		
Registration service	\$ 3,000		
Banquet for Speakers & Fellows	\$ 1,450		
<b>Total Expenses</b>	<b>\$37,950</b>	<b>Total Income</b>	<b>\$38,000</b>