



## ORGANIZATION OF FISH AND WILDLIFE INFORMATION MANAGERS

### 2018 PROFESSIONAL TRAVEL GRANTS

**Purpose:** Travel grants are designed to assist current or retired professionals in attending the 2018 OFWIM Conference and Annual Meeting in Hood River, Oregon November 4 - 8, 2018. To learn more about OFWIM, please visit our web site ([www.ofwim.org](http://www.ofwim.org)).

**Criteria:**

1. Travel grants will be awarded based on need. If more applications are received than can be funded, under-representation by states in previous OFWIM meetings and equitable regional representation will be used as secondary criteria for evaluation.
2. Membership in OFWIM is not required for eligibility.
3. Each award recipient must present a formal paper at the 2018 OFWIM Conference and Annual Meeting. Poster presentations do not meet the criteria.
4. Each award recipient must submit a newsletter article related to their presentation topic. Award recipients will work with the OFWIM Newsletter Editor to determine a submission deadline for their article.

**Application Procedure:**

1. Any qualified person may apply for the grant by completing the Travel Grant Application Form (below).
2. The completed application form must be received by the contact person (Julie Prior-Magee) on or before the **deadline July 16, 2018**. Grant recipients will be notified via email by **July 23, 2018**. *Please note: a second deadline for applications may be offered if additional travel grants are still available after the first deadline. Any extension of the deadline will be communicated via email to the OFWIM membership and posted to the [OFWIM website](#) and in the OFWIM newsletter with other meeting announcements.*

**Grant Details:**

1. The successful recipient(s) of the travel grant will be eligible for reimbursement of conference-related expenses **up to \$500.00 per award plus waiving of the conference registration fee**. Only a limited number of travel grants will be awarded.
2. The following conditions apply to each grant:
  - a. OFWIM will reimburse each grant recipient conference-related expenses (up to \$500), provided that expenses are reasonable. Expenses eligible for reimbursement include: airfare, transportation, lodging, meals and incidental expenses. Alternately, recipients may choose to have OFWIM credit the award toward hotel expenses incurred at the meeting. Field trip costs will not be reimbursed.
  - b. Each award recipient is responsible for registering for the OFWIM Conference and will be provided directions on how to indicate their registration fee is waived.
  - b. Each award recipient is responsible for making his/her own travel arrangements and securing all reservations with a personal credit card.
  - c. Each award recipient will provide copies of expense receipts to the OFWIM Treasurer after the conference has concluded and prior to receiving reimbursement.

**2018 OFWIM Conference  
Travel Grant Application Form**

Or you can use the following online survey form to submit your application:

<https://www.surveymonkey.com/r/T3ZBF7Q>

Name:  
Position Title:  
Agency/Organization:  
Address:  
Phone #:  
Fax #:  
E-mail Address:

Date:

**Assistance Needs:**

		<b>Estimated costs to attend:</b>	<b>I can cover these costs:</b>	<b>I need help with these costs:</b>
<b>Travel – Airfare</b>	(round trip)			
<b>Travel – Car</b>	__miles @ \$__ /mi; car rental fees			
<b>Lodging</b> <i>(room sharing is not required, but can be considered to keep costs down)</i>	__nights @ \$__			
<b>Meals</b> <i>(some meals covered within cost of registration)</i>	\$__ /day			
<b>Registration Fee</b>				
<b>Other Costs?</b>	Explain:			
<b>TOTAL</b>				

Please check the situation(s) that best describe your need for this award:

**I would not be able to attend the conference otherwise.**

**It would increase the likelihood of getting travel approval from my agency.**

**It would offset using personal funds.**

**It would enable multiple staff from my agency/organization to attend.**

**It would enable better travel arrangements (e.g., car rental, private room, convenient flight schedule).**

*Please submit this form via email or fill out the online form **by July 16, 2018**. Submit this form to: Julie Prior-Magee  
Email: [jpmagee@usgs.gov](mailto:jpmagee@usgs.gov) Phone #: 575-557-1566*

*Grant Recipients will be chosen and contacted by email by **July 23, 2018**.*