

**AAI Undergraduate Faculty Travel Grant**  
Application Deadline: **January 11, 2017**



AAI is supporting travel grants to undergraduate faculty members to assist them in attending the AAI annual meeting. The grant will also support travel costs for an undergraduate student of the recipient's selection.

### **ELIGIBILITY**

To be eligible, an applicant must meet all of the following requirements:

1. be a **Regular AAI member paid through the end of 2017**
2. be faculty whose primary teaching responsibility is undergraduate teaching, with at least 6 hours of formal classroom or laboratory teaching per week of classes comprised of not less than 50 percent undergraduates. Teaching responsibilities must be listed and confirmed by the applicant's department head or dean via signature on the Funding Confirmation Form. Applicants should also have an active research program.
3. have no more than \$250,000 in total annual direct costs from grants (of any type) and/or institutional research support, including start-up funds (excluding PI salary). Applicants must fully disclose ALL sources of current funding (federal, state, private, departmental, etc.) and have limited research funds. Applicants must state "no funding" on the Funding Confirmation Form if applicable.

While first consideration will be given to those who have submitted abstracts to the meeting, submission of an abstract is not required. ***The second recipient (undergraduate student) must be named at the time of application.***

### **AWARD**

These grants will provide up to two travel awards; one for an undergraduate faculty member, and one for an undergraduate student of the recipient's selection. Recipients will be reimbursed for expenses associated with attending the meeting (registration, travel and lodging at an AAI-designated hotel). A grant of up to \$1,250 is awarded to the undergraduate faculty member, and a grant of up to \$1,000 is awarded to the selected undergraduate student (registration for an undergraduate student is complimentary). This grant may not be combined with other AAI awards or grants for IMMUNOLOGY 2017™.

### **APPLICATION INSTRUCTIONS**

Please submit award application by logging into your AAI member account at [https://aai.org/cvweb\\_aai/MainLogin.shtml](https://aai.org/cvweb_aai/MainLogin.shtml), choosing Award Application in the Member Services menu, and selecting Apply Now for the applicable award in the award list. **All documents should be uploaded as a single combined PDF file with a file name of less than 35 characters.** Please be aware that the single, combined PDF must be no larger than 20MB. Packages that are not complete will not be considered.

Please include the following in the application package:

1. A cover letter clearly designating "AAI Undergraduate Faculty Travel Grant" and including the following information for the undergraduate faculty member and second recipient:
  - \* Full names (first, middle initial, last)
  - \* Titles and affiliations
  - \* Current mailing addresses, phone numbers, fax numbers, and e-mail addresses
  - \* Faculty applicant's hours of formal teaching
  - \* A brief description of the faculty applicant's research program
  - \* Title(s) and ID number(s) of abstract(s) submitted to IMMUNOLOGY 2017™, or state "NO ABSTRACT SUBMITTED"
2. Applicant's CV, including current funding and past AAI awards (NIH Biosketch style)
3. A completed [Funding Confirmation Form](#) signed by Department Chair or Dean
4. A copy of the abstract(s) submitted to IMMUNOLOGY 2017™ including the abstract submission ID number(s), title(s), complete author list(s) in order, and body text (if applicable)

**Applications will be accepted beginning November 22, 2016. Complete application packages must be received by 11:59 PM Eastern on January 11, 2017. Packages must be uploaded as a *single combined PDF file* through your AAI member account at [https://aai.org/cvweb\\_aai/MainLogin.shtml](https://aai.org/cvweb_aai/MainLogin.shtml). Incomplete application packages or applications that do not comply with the stated instructions will not be considered. AAI will not accept materials sent separately, through regular mail, or by email. Final award decisions are at the discretion of AAI.**

To view a complete listing of AAI Awards and past recipients, visit: <http://www.aai.org/awards>.



# The American Association of Immunologists Funding Confirmation Form

(This form must be completed in its entirety and signed by the  
Department Chair or Dean.)

*See Funding Confirmation Form Instructions for helpful hints on filling in this form.  
Please print legibly or type.*

AAI Member ID: \_\_\_\_\_

Full Name/Degree: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Research Support:** Please list all mechanisms of support individually including federal, state or private grants; departmental support; start-up funds; and other support. **Attach a second sheet if needed.** If a grant is under a no-cost extension, specify the amount of funding which remains. For grants on which you are a co-investigator, list only the funds allocated for your use. Please exclude funds dedicated to PI salary for each funding mechanism listed. If you have no funding, please state "none". **Information for each column must be filled out completely for each mechanism of research support in order for your application to be considered.**

Grant type/number	Funding organization	Funding period	Role (e.g., PI, co-I)	Direct costs for FY 2017 (in U.S. Dollars)
				<b>Total</b> _____

**Undergraduate Teaching:** Please list the undergraduate courses that you are teaching for the 2016-17 academic year. List only formal classroom or laboratory teaching. Attach a second sheet if needed.

Course	Semester	Student composition (% undergraduate)	Hours per week
			<b>Total</b> _____

### Department Chair/Dean Certification of Applicant's Funding Status

**I hereby certify that the applicant is an independent faculty member engaged in full-time teaching and research, and the information provided on this form is correct and complete.**

\_\_\_\_\_  
*Print Name of Department Chair/Dean*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AAI Member Number: \_\_\_\_\_ (If applicable)

Email Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

**Applications missing complete information on research funding support or teaching responsibilities will not be considered.**



# The American Association of Immunologists

## Funding Confirmation Form Instructions

The Funding Confirmation Form (FCF) is intended to provide AAI with accurate documentation of your research funding portfolio for the indicated fiscal year. This information is used to determine your financial eligibility for several AAI programs. Please review the following instructions before you fill out the FCF to ensure that you provide correct and complete funding information. **Any application submitted with an incomplete FCF will not be considered for award.**

A filled-in sample of the “**Research Support**” portion of the FCF has been provided below for your reference:

Grant type/number	Funding organization	Funding period	Role (e.g., PI, co-PI)	Direct costs for FY 2017 (in U.S. \$)
<i>Ex 1:</i> R01 AI160-09	NIAID/NIH	9/5/14-8/31/17	PI	\$93,108
<i>Ex 2:</i> 156478913	NSF	2/5/14-5/8/17	Co-PI	\$8,034
<i>Ex 3:</i> 14PAI16114	Amer. Heart Assoc.	No-cost ext.	PI	\$42,548
<i>Ex 4:</i> Start-up Funds	University of XYZ	Unlimited	PI	\$82,548
<i>Ex 5:</i> 14SIC184	McIver’s Cancer Trust	8/1/15-7/31/17	PI	\$0 (PI salary only)
<i>Ex 6:</i> Careers in Immunol Fellowship	AAI	9/1/16-8/31/17	Fellow	\$19,100
<b>Total</b>				<b>\$245,338</b>

### Instructions:

- Under “Grant type/number,” please list the names or numbers of all mechanisms of support individually, including federal, state or private grants; departmental support; start-up funds; and other support. You must also list grants on which you are a co-investigator and grants that are under no-cost extension. Please list both funding mechanisms that have allocations for direct costs (see *Ex 1-4, 6* in the above sample) and those that do not provide money for direct costs (see *Ex 5* in the above sample).
- Under “Funding organization,” write the name of the funding body that provided you with each funding mechanism. The names of well-known organizations, including government institutions and large non-profits may be abbreviated (see *Ex 1-3*), but please write out the names of less well-known funding bodies (see *Ex 5*).
- Under “Funding period,” please write the total duration of the award from the start date to the end date using the format MM/DD/YY–MM/DD/YY (see *Ex 1-6*).
- Under “Role,” please indicate your designated title for each funding mechanism. Common roles include PI, co-PI, mentor, coordinator, or adviser.
- Under “Direct costs for FY 2017” please indicate the amount of money allocated for direct costs from each funding mechanism in fiscal year 2017, beginning 7/1/16 and ending 6/30/17. If your institution operates on a different fiscal year schedule, please provide an estimate for funds that will be allocated for direct costs during 7/1/16– 6/30/17.
  - For grants operating under no-cost extension, please specify the amount of funds remaining.
  - For grants on which you are a co-PI, please indicate only the amount of funds that are allocated for your specific research use. Do not provide the total amount of funds allocated to the group.
  - Please exclude funds dedicated to PI salary** (see *Ex 5*) for each funding mechanism listed.
  - Grants which provide salary support for laboratory personnel, including AAI Careers in Immunology Fellowships (see *Ex 6*), should be included.
- The FCF form must be signed by the department chair or dean to certify that the applicant’s funding status is accurate. If you are the department chair or dean, you must have your supervisor sign the form.