

### The U.S. Advanced Course FCE Travel Grant Program

FOCIS awards travel grants on a competitive basis to FCE trainees who demonstrate a desire to attend the U.S. Advanced Course. The value of the travel award is dependent on the FCE location:

- A total of \$500 per center is available for FCEs from the United States or Canada.
- A total of \$1,000 per center is available for international FCEs.

### Eligibility Requirements

- A trainee affiliated with a FOCIS Center of Excellence (FCE)
- Membership in FOCIS confirmed before the course

**Application Process:** Using their own selection criteria, FCE Directors may submit one primary and one secondary trainee candidate. Submissions are accepted through an [online nomination form linked here](#).

As nominations are received, FOCIS will contact the candidates and request they complete an online application. Applications will be accepted through November 6, 2023. Incomplete or late applications will not be considered. The application requests the following items:

- A 300-word maximum statement from the trainee outlining why they wish to attend the course, how they would benefit from participating, and their current research (goals, career interests, and aspirations).
- A curriculum vitae (CV) or resume

**Review Process:** The FCE Committee will review the applications and select the travel award recipients. The committee considers the following when making decisions:

- Quality of submitted applicant materials (i.e., CV and statement of interest)
- Number of nominations received, with the goal of supporting as many FCEs as possible
- Timing of nomination, with preference given to earlier nominations
- Nominee classification, with preference given to primary candidates

**Notification:** Award recipients will be notified by email by Wednesday, November 22, 2023.

### Requirements of Awardees

The travel grant award is to cover travel expenses incurred for attending the course. The award is given as a reimbursement after the event. Reimbursable expenses include air and ground transportation, hotel accommodations, and meals. Documentation of expenses incurred must be provided. Reimbursements will be processed through the FOCIS office. Travel award recipients must complete the following activities before the FOCIS office will process reimbursement requests.

Before the course, awardees will be responsible for:

- making arrangements for travel and hotel accommodations.
- paying for any meals above and beyond what is included in the course; and
- registering for the course and paying the registration fee. Registration instructions are included in the travel award notification.

After the course, awardees will be responsible for:

- Taking a photo of themselves at the course and share it with the FOCIS office staff. Other attendees and/or faculty are encouraged to be in the photo too. Awardees are encouraged to submit a photo during the event using Twitter, Facebook, and other social media.
- Writing a brief essay on how attendance at the course has or will impact your research and career.
- Completing the online course evaluation. The link will be available after the course concludes.

### About the FOCIS U.S. Advanced Course

The 2024 U.S. Advanced Course in Basic and Clinical Immunology will be held on February 4-7, 2023, at the Estancia La Jolla in La Jolla, California, U.S. [View the course webpage](#).