



ASOPRS Foundation Fellowship Travel Grants As of July 2023

The ASOPRS Foundation is happy to extend a one-time travel grant to all ASOPRS Fellows. Fellows are eligible to use the grant to attend a NON-ASOPRS meeting, skills training, or workshop. (i.e., the funds cannot be used to pay for any travel to or registration for the Fall Symposium or other ASOPRS-provided seminar, webinar, or meeting). To apply for the grant, the fellow must request the funds before attending the event, submit proof of attendance, and complete the Fellow Travel Grant Request/Reimbursement form.

Steps:

1. Send a request for the use of the ASOPRS Fellowship Travel Grant by emailing asoprsfdn@gmail.com with the following information:
 - a. Your name and fellowship year
 - b. Name of your Program Director – with contact information
 - c. Name, of course
 - d. Date of course
 - e. Location of course
 - f. Sponsoring entity
 - g. Your contact information
2. The ASOPRS Foundation Executive Director will review the request to ensure the requestor has not received a travel grant prior and that the course is not an ASOPRS course.
3. Upon review, the ED will then email the Fellow and the Program Director your acceptance or reason for denial. The grant amount will be indicated on the approval letter; please note that the amount is set annually by the Board of Trustees for a period running from July 1 – June 30. *The current 2023-24 amount is a one-time \$500 grant.*
4. the Fellow Travel Grant Reimbursement Form will be attached to the email if accepted.
5. Once the course has been attended, the Fellow will need to submit the form with proof of attendance.
6. The grant will be issued within two weeks of receipt of the Fellow Travel Grant Reimbursement Form and supporting documentation.



Fellowship Travel Grants Request Form

Fellow Information:

Name of Fellow: _____

Email: _____

Phone: _____

Fellowship Information:

Name of Program: _____

Name of Program Director: _____

Year: _____

Email: _____

Phone: _____

Travel Information:

Name of Course: _____

Date of course: _____

Location: _____

Sponsoring Entity: _____

IMPORTANT:

Fellows can use the grant to attend a non-ASOPRS meeting, skills training, or workshop. (i.e., the funds cannot be used to pay for any travel to or registration for the Fall Symposium or other ASOPRS-provided seminar, webinar, or meeting) **once** during their fellowship. To apply for the grant, the fellow must request the funds before attending the event, submit proof of attendance, and complete the Fellow Travel Grant Request/Reimbursement form.

Submit the completed form to asoprfdn@gmail.com.

FOR INTERNAL USE ONLY	
Date Received:	
STATUS	
GRANT ID #	