

# HUMANITARIAN TRAVEL GRANT APPLICATION

## DEADLINES

**NOVEMBER 15:** Humanitarian medical outreach trips taking place January 1-June 30

**MAY 15:** Humanitarian medical outreach trips taking place July 1-December 31

## APPLICATION INSTRUCTIONS

Please read the instructions and Frequently Asked Questions carefully. To be considered, the following items must be e-mailed as a single PDF file to Katie Stou's Grimes, Director of Global Affairs, at [humanitarian@entnet.org](mailto:humanitarian@entnet.org):

- Completed application form
  - Project Proposal
  - CV (short version, three pages or less)
  - Letter of recommendation 1
  - Letter of recommendation 2
  - Letter of recommendation 3
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## PERSONAL INFORMATION

Name:

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*t*

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*BB*

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AAO-HNS Member ID #:

Date of Birth:

Gender:

Email Address:

Phone Number/Extension:

Training year in which your mission takes place:    PGY 3    PGY 4    PGY 5    Fellow

Have you received an AAO-HNSF Humanitarian Travel Grant in the past?    Yes    No

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## FREQUENTLY ASKED QUESTIONS

Thank you for your interest in joining a humanitarian medical outreach trip. Here are some questions and answers, but if you have more questions, please email [humanitarian@entnet.org](mailto:humanitarian@entnet.org) and we will be glad to help.

***I am an Academy Resident Member interested in going on an overseas medical outreach trip. How do I apply for an AAO-HNSF travel grant for \$1,000?***

Resident members who are PGY3, PGY4, or PGY5 are eligible to apply but priority will be given to PGY4 and PGY5 residents, because of their more advanced surgical training. Download the application at [www.entnet.org/about-us/grants/srf-travel-grants](http://www.entnet.org/about-us/grants/srf-travel-grants).

For humanitarian medical outreach trips in the first six months of the year (January through June), the application deadline is November 15 of the previous year. For humanitarian medical outreach trips in the second six months (July through December), the deadline is May 15 of the same year. If you apply too far in advance (more than six months ahead), we will ask you to resubmit updated information.

***As an Academy Fellow-in-Training (or Member-in-Training,) can I apply for a resident travel grant?***

Yes, if you are still studying in an otolaryngology program

***I received a humanitarian travel grant; can I apply again?***

No, you are not eligible for a second travel grant.

***I am a board-eligible or board-certified otolaryngologist; can I apply for a fellowship for a medical outreach trips of more than six weeks?***

Yes, we have a limited availability of funds for such a fellowship. To learn more, please contact [humanitarian@entnet.org](mailto:humanitarian@entnet.org).

***Can you advise me on finding a humanitarian medical outreach trips I can join?***

Please contact Academy staff at [humanitarian@entnet.org](mailto:humanitarian@entnet.org) for assistance with finding overseas medical outreach trips.

***Are there other sources of humanitarian medical outreach trips information?***

Our Humanitarian Efforts Committee, Section on Residents and Fellows (SRF), and your own otolaryngology department are good sources.

***Do you have advice about joining an overseas humanitarian medical outreach trips?***

Yes, please read James D. Smith, MD's "What to Expect from a Medical Mission" at [www.entnet.org/get-involved/humanitarian-efforts/what-to-expect-from-a-medical-mission/](http://www.entnet.org/get-involved/humanitarian-efforts/what-to-expect-from-a-medical-mission/)

***Do I need a support letter from my department chair or residency training program director?***

Your department chair or training program director needs to confirm that time will be made available for you to leave the department for the outreach trip. It is an opportunity for your chair or program director to recommend why you deserve the travel grant. To give your chair or program director time to write the recommendation, be sure to check with your department secretary three or four weeks before the application deadline. Support letters must be sent as email attachments, not hard copies. Especially around Thanksgiving in November and the COSM meetings in the spring, many chairs and program directors are away from their offices. Late arriving letters of reference will not be included in your package.

***Any advice on the travel grant application?***

After completing the professional and personal information, write a detailed and specific project plan. Attach a short version of your CV (no more than three pages), including relevant background on previous volunteer work in the US and/or overseas. A CV longer than three pages will be truncated at the third page. Include letters of recommendation from your department chair and/or training program director, from a board-certified otolaryngologist who will supervise you, and (optional) a physician with whom you have worked and/or (optional) a non-medical associate. Submit your application and documentation by email as a single PDF attachment.

***What does the selection panel look for in an application?***

The panel gives weighted scores to project preparation/planning, letters of reference, level of training, and motivation or history of volunteerism. The panel looks for your prior experiences, preparedness, ability to make an impact, and motivation/plans for future humanitarian work. Senior residents and fellows in training receive preference because they can generally work more independently and so are more able to teach others.

***What other letters are required?***

If you are not board certified, you will need a letter from a board-certified otolaryngologist or plastic surgeon who will supervise you on the humanitarian medical outreach trips.

***Should letters of recommendation be sent to the Academy?***

No, please ask your references NOT to mail, fax, or email their letters separately to the Academy. These must be included as PDFs with your application package, so allow time for your other references to write on your behalf. Letters arriving by mail or fax will be discarded.

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## FREQUENTLY ASKED QUESTIONS

### ***How should I follow up my application?***

We will notify you on receipt of your emailed application package, including any questions about missing documents. Late applications cannot be reviewed because many outreach trips depart early in the cycle and we try to notify residents before they leave.

### ***When will I be notified?***

The applications go to the panel for review immediately after the deadline, and the notifications are sent out about four weeks after the deadline. Award notifications also go to the department chairs.

### ***How are travel grants paid?***

After notification, our accounting staff sends a W-9 form for completion, so that a 1099 form can be sent to you at the year-end. As soon as the staff receives your completed W-9, a \$1,000 check is cut and mailed to the address stated on the application form. If you prefer to have the check made out to your department, please notify us and send the institution's W-9 form.

### ***If I don't get a travel grant, what should I do?***

The travel grants have become highly competitive, so not every applicant is successful. We do have some tips on other sources to assist your fundraising, such as family, friends, and corporate support from pharmaceutical and medical device/instrument companies. Some departments are starting to budget for travel grants. You are welcome to apply again at a future date, and, since travel grants tend to go to senior residents, you may have a better chance the following year.

### ***What should I do on my return?***

Please send us a short report (approximately 500 words) for the Bulletin with two or three photos showing physicians caring for patients. Photos must be high definition (.JPG 300 DPI) sent as separate attachments, not embedded in the Word document. At the bottom of your article, include written photo captions identifying individuals by name. To learn about Bulletin style, request a Bulletin style guide at [humanitarian@entnet.org](mailto:humanitarian@entnet.org) to licAt trorhe torm.