

Humanitarian Travel Grant Application

DEADLINES

NOVEMBER 30: Missions taking place January 1-June 30

MAY 31: Missions 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 submitted via e-mail as a **single PDF file** to Rebecca Dobbins, Senior Program Manager for Global Affairs (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

Incomplete or past-due applications (complete or otherwise) will not be considered.

Project Proposal

The selection panel gives heavy weighting to the Project Proposal. Include a one-page Project Proposal including the following information:

- sponsoring organization
- service site
- target population
- planned clinical activities
- planned teaching activities or participation of local physicians/nurses/trainees
- physician who will supervise you onsite

Clearly define your:

- responsibilities prior to and during the mission trip
- personal commitment to the mission
- role in the preparation and planning for the mission
- prior experiences, preparedness, ability to make an impact
- motivation/plans for future humanitarian work

Letters of Recommendation

Please submit three (3) letters of recommendation from the following required and optional sources (Note: ensure you give ample notice before the deadline). Letters should be addressed to the "Humanitarian Travel Grant Selection Panel" and on official letterhead:

- 1) *Required*
 - a) Otolaryngology department chair or director of your training program
 - b) If you will not be Board-eligible by the ABO to at the time of your service, a Board-certified otolaryngologist or plastic surgeon who will supervise your clinical activities during your service.
- 2) *Optional*
 - a) A physician with whom you have worked
 - b) A non-medical individual such as a friend, mentor, or close associate



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Personal Information

Name _____
First name Middle Initial Last name/family name Degree (MD, FRCS, PhD, MBBS, etc.)

AAO-HNS Member ID # _____

Date of Birth _____ Male or Female

E-mail _____ 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

Professional Information

Otolaryngology Program

Name _____

Program Mailing address:

Work Address _____ Office/Suite No. _____

City _____ State /Province _____ Postal Code _____ Country _____

Otolaryngology Program Chair

Name _____ E-mail _____

Residency/Fellowship Program Director

Name _____ E-mail _____

Will you be Board Eligible by the ABO at the time of your trip? Yes No

If you receive the grant, do you wish it to be paid to your university/department? Yes No



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Humanitarian Medical Mission Information

City _____ Country _____

Estimated arrival/departure dates _____

Name of sponsoring organization _____

Name of hospital or clinic _____

Name of contact there (if known) _____

Have you received approval from:

Local contact Yes No

Head of mission trip Yes No

Head of institution Yes No

List other funding sources for your travel _____

What is your estimated cost for the trip before financial support? _____

What is the last date that you can receive funding? _____

If you have had previous experience abroad, medical or otherwise, please describe with dates, places, and purpose.

Please list foreign languages in which you are proficient:

"I understand that if my application is accepted, and I am given this grant, I will be responsible for my own actions and further agree to release and hold harmless the American Academy of Otolaryngology—Head and Neck Surgery, the American Academy of Otolaryngology—Head and Neck Surgery Foundation, their agents and employees from any damages, liabilities or expenses they incur by reason of my actions of whatever nature or kind in connection with this award. Should I receive this grant, I agree to accept full responsibility for all personal insurance I deem necessary during my tenure of service. If the mission trip is canceled or changed, I will immediately notify the AAO-HNSF Humanitarian Efforts staff. I have read the connotations of this grant and agree to abide by them."

Signed _____ (electronic signature acceptable) Date _____

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Frequently Asked Questions

Thank you for your interest in joining a humanitarian medical mission. Here are some questions and answers, but if you have more questions, please email humanitarian@entnet.org and we will be glad to help.

I am an Academy Resident Member interested in going on an overseas medical mission. 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 <http://www.entnet.org/Community/public/Resident-Travel-Grant.cfm>.

For missions in the first six months of the year (January through June,) the application deadline is November 30 of the previous year. For missions in the second six months (July through December,) the deadline is May 31 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 mission 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.

Can you advise me on finding a mission I can join?

- Please contact Academy staff at humanitarian@entnet.org for assistance with finding overseas missions.

Are there other sources of mission 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 medical mission?

- Yes, please read James D. Smith, MD's "What to Expect from a Medical Mission" at <http://www.entnet.org/Community/public/Medical-Mission.cfm>

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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 mission. 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 mission.

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.

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 missions 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 yearend. As soon as the staff receives your completed W-9, a \$1,000 check is cut and mailed to the address



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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. In addition to writing about your destination, type of mission, Academy members on the team, and surgical/clinical care, please write about your personal impressions and experiences, and remember to thank the AAO-HNS Foundation for the travel grant. Photos without release forms specifically absolving the AAO-HNSF of all legal liability must obscure the likeness/identity of the patient and/or only capture you and other AAO-HNS members at work in the clinic.

Can residents record in their surgical case log the procedures they perform on a mission?

- In general, residents cannot record in their surgical case logs the procedures they perform on volunteer missions. We recommend you discuss this with your program director. Some letters of reference writers will note the resident's surgical experience from the mission, which may help with hospital privileges or gaining further training. Residents can include the surgical experience from the mission (with or without actual case numbers) in their CVs.

Any other follow-up?

- Yes, we encourage you to share your humanitarian experiences with other residents. We welcome you to attend Annual Meeting activities, especially the Humanitarian Forum and spending time at the Humanitarian booth in the registration area. If you wish to report on your mission at the open forum, please contact humanitarian@entnet.org. Please also consider donating to the Academy and designating your funds towards humanitarian efforts so that others might receive future grants. Much of the money used to fund travel grants comes from people who share a passion for this work.

To learn more about the Humanitarian Resident Travel Grants or the Humanitarian Efforts Program, please email humanitarian@entnet.org