

Guidelines for FACTA Travel Grants

OVERVIEW

The Forensic and Clinical Toxicology Association Inc. (FACTA) recognises the need for continuing education of its members. Therefore, FACTA offers travel grants to assist members to attend the FACTA meeting. These travel grants are awarded to selected members actively working in the field of forensic and clinical toxicology and related disciplines that demonstrate the need for financial assistance, deliver an accepted, high-quality abstract for the FACTA meeting, and agree to certain requirements of receiving the grant.

This document serves as a guide for eligible applicants to prepare and submit an application for the FACTA Travel Grant, as well as the assessment process and recipient obligations for the awardees.

FUNDING OBJECTIVES

The objectives of the FACTA Travel Grant are in accordance with the FACTA Statement of purpose; that is:

- To create a scientific forum to disseminate knowledge of the principles and practice of forensic and clinical toxicology and related drug testing disciplines.
- To advance the study and practice of forensic and clinical toxicology in Australasia.
- To protect and promote the interests of forensic and clinical toxicology.
- To allow students the opportunity to network and gain exposure within toxicology and expand on postgraduate studies.

AMOUNT

The number of travel grants and amount of financial assistance will be decided by the FACTA board prior to each FACTA meeting. Details of the grants will be communicated to members at least three months before the deadline of submission. The grant will cover the most cost-effective direct travel to and from the meeting (e.g., economy airfare, train/taxi, etc.) as well accommodation and conference registration. The grant is not to be used to cover the cost of meals, miscellaneous personal expenses, accompanying persons, or pre-/post-conference tours. The FACTA Travel Grants serve as **reimbursements** of travel and lodging expenses, based on receipts and other proof of purchase. Prepayments of expenses will not be considered.

ELIGIBILITY CRITERIA

Any FACTA member is eligible to apply for a FACTA Travel Grant, provided that they have been a fully paid member for at least one year at the application's closing deadline for that year's meeting. No exceptions to these requirements will be made.

ANNOUNCEMENT

No less than three months prior to the FACTA meeting, updated information on FACTA Travel Grants will be communicated to members and an email will be sent to all members announcing the opening and closing dates for the current round of grant applications.

GRANT APPLICATION PROCESS

All interested candidates **MUST** complete a current [FACTA Travel Grant Application](#) and supporting documentation to be considered for the grant. The application requires demonstration of a number of criteria that will be used by the FACTA Board in deciding the candidates most qualified to receive a travel grant for that year's meeting.

Among the criteria that will be evaluated are the following:

- Length of FACTA membership;
- Previous FACTA Travel Grants received (candidates in receipt of funding the previous meeting will not be considered);
- If an abstract was submitted for the meeting;
- Length of time actively working/studying in the field of forensic or clinical toxicology and related disciplines and relevant positions held;
- Attendance and presentations at previous FACTA meetings and other scientific meetings;
- Explanation as to why attendance is important for the individual applicant;
- Explanation of the need for the financial assistance.

Only one grant per organisation will be awarded. If multiple applications from the same organisation are received, only the highest ranked applicant will be further considered. *Should 4 or less applications be submitted, consideration will be made to allow attendees from the same organisation.*

All FACTA Travel Grant applications must be completed by the deadline of submission to be considered. The deadline of submission will be decided by the FACTA board for each meeting and will be no less than three months prior to each meeting. Once the deadline has passed, the FACTA President will collate the applications and distribute them to all FACTA Board members for assessment.

ASSESSMENT OF GRANT APPLICATIONS

All FACTA Board members will independently review the applications for FACTA Travel Grants and then participate in a group discussion to decide which will receive a grant for the upcoming meeting.

The Board will meet to discuss the applications and determine which applicants are most deserving, based on the assessment criteria contained within the application form. A final decision will then be made regarding the awardees for that year.

NOTIFICATION OF GRANT RECIPIENTS

Within one week of the Board's Grant review meeting, the FACTA Board will notify all applicants by email of the outcome of their application. The awardees will be also contacted by the FACTA Treasurer to discuss recipient obligations and the process for payment of grant funds.

GRANT PAYMENT

It is important to realise that FACTA Travel Grants are *reimbursements* of registration, travel and accommodation expenses and not prepayments of these expenses by FACTA. Grant payments are arranged with the FACTA Treasurer and are made after receipts of expenses are provided. Receipts must be provided to the FACTA Treasurer within two weeks of the last day of the meeting. All reimbursements will be made within 30 days of provision of receipts and can be made by cheque or bank transfer (EFT).

REPORTING REQUIREMENTS AND GRANT RECIPIENT RESPONSIBILITIES

Each FACTA Travel Grant awardee is required to attend the entire FACTA meeting. This includes being present in all scientific sessions, poster sessions, the business meeting, and social events, including the gala dinner. Failure to actively attend the meeting may result in forfeiture of the grant.

Within one month after the end of the FACTA meeting, each FACTA Travel Grant awardee for that year's meeting is required to provide a report to the FACTA Board on the value they gained from attending the meeting. This report will be published in the FACTA Newsletter.

[Apply via the FACTA website.](#)

FACTA Travel Grant Guidelines

Last updated January 2025.