

IAFP Travel Award

for Food Safety Professionals in a Country with a Developing Economy

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Objective: To provide travel funds for food safety professionals working full-time in the field of food safety in a country with a developing economy* to attend the Annual Meeting of the International Association for Food Protection.

For 2024, it is our pleasure to support the travel for three qualified food safety professionals working in a country with a developing economy to attend IAFP 2024, to be held July 14–17 in Long Beach, California. This award is sponsored by IAFP and the IAFP Foundation.*

Application Deadline: Tuesday, February 13, 2024

Criteria for Applicants

- Hold employment for a minimum of two (2) years as a food safety professional in a related profession located in a country with a developing economy* (*related professions may include positions in the fields of research, education, industry, government service or in the private sector*).
- Applicant must be a non-student at the time of application and during the IAFP Annual Meeting (when receiving the award).
- Submit an application package (four-page maximum) by **Tuesday, February 13, 2024** that includes:

1) Completed Travel Award for Food Safety Professionals in a Country with a Developing Economy Application Form

2) Statement of Need (one page maximum) explaining:

- Your specific area(s) of interest in food safety and quality
- Your career accomplishments (or aspirations)
- Why you wish to attend the IAFP Annual Meeting and how you will use the information obtained

3) Letter of recommendation or support (one page maximum) from a superior, colleague or co-worker (*cannot be from a current IAFP Board Member*)

4) Related activities and/or work information to include (one page maximum):

- Educational background and professional associations
- Any scholarships and/or research grants received
- Recognition of achievements
- Other relevant supporting information

*<https://www.foodprotection.org/upl/downloads/library/world-bank-designated-countries.pdf>

Additional Information for Application

- **Applications must be submitted as one PDF (four pages maximum) to travel@foodprotection.org by Tuesday, February 13, 2024.** Please follow directions carefully to avoid errors. **Applications received by email directly to the IAFP office or by mail will not be accepted.** If you have any questions about this award or the required documents, please contact Susan Smith at ssmith@foodprotection.org.
- Once you have submitted your **complete** application, you will receive an acknowledgment of receipt from Susan within 48 hours. (If you do not, please contact Susan.)
- Applicants will be notified of the final decision no later than **April 3, 2024**.
- Recipients of this travel award are eligible to re-apply after two years.
- IAFP Membership is not required.

Travel Guidelines

Recipient Responsibilities

- Travel Award for Food Safety Professionals in a Country with a Developing Economy is not transferable to another person.
- Recipient is responsible for obtaining and payment for a visa to enter the U.S. (if required).
- Recipient will be responsible for making economy-fare airline travel arrangements. Recipient will book airfare one to two months before the meeting to ensure the lowest economy fare available. *Please plan to arrive in time for attendance at the 5:30 p.m. Welcome Reception on Saturday, July 13.*
- Receipts for airfare and transfers should be submitted electronically to IAFP for reimbursement **after completion of conference (reimbursement cannot be conducted onsite at IAFP 2024)**. (NOTE: Reimbursement will include an allowance for out-of-pocket meals. Detailed instructions will be provided at a later date.)
- Recipient is asked to submit a written summary of their experiences at the Annual Meeting by August 16, 2024 for publication in *Food Protection Trends*.

IAFP Responsibilities

- **IAFP 2024 registration will be made by and paid directly by IAFP.**
- **Hotel reservation (for single or double occupancy) will be made and paid directly by IAFP.** The reservation will be made in recipient's name for arrival on Friday, July 12 with departure on Thursday, July 18. (You will not have to share a room.) Please note that the hotel may ask you for upfront cash or an active credit card for incidentals.

Questions regarding the reimbursement policy for the IAFP Travel Award for Food Safety Professionals in a Country with a Developing Economy should be directed to Susan Smith, Awards Coordinator.

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Judging Procedure

Procedure for evaluation of each applicant

This procedure was designed with the intention of providing a matrix to help the award jury select a winner with a relatively equitable, semi-quantitative method. Applicants have been instructed to provide specific information that reflects the expectations and specific intent of the Travel Award for a Food Safety Professional in a Country with a Developing Economy.

The jury's task is to evaluate the applicant by measuring his or her performance against the criteria listed above and applying the 1-5 Rating Scale given below. To obtain each criterion's weighted score, multiply the criterion's % weight (in decimal format) times the score that was assigned from the 1-5 Rating Scale. Applicants should be ranked for each criterion on their own merit and should also be ranked in relation to other nominees. The table provided on the next page should be used to organize the evaluation data. Add the weighted scores in order to obtain the overall ranking of the candidate.

Rating Scale

- 5 **Outstanding:** performance exceeds *judge's* expectations for criterion
- 4 **Above average:** performance is above average expectation level for criterion
- 3 **Average:** performance meets average criterion expectations
- 2 **Below average:** performance below expectations
- 1 **Unsatisfactory or not applicable:** performance does not meet criterion expectations, or the criterion does not apply to the candidate

The following is an example of an applicant receiving a perfect score (5 in each criterion).

Award Criteria	Criterion % Weight (x Factor)	Judge's Score	Weighted Score
Statement of need	45% (0.45)	5.0	2.25
Letter of recommendation	25% (0.25)	5.0	1.25
Related activities or work	<u>30% (0.30)</u>	5.0	<u>1.50</u>
	100%	15.0	<u>5.00</u>

Weighted score + criteria score given based on rating guideline times criteria weight factor:
(e.g., if Statement of need score = 4, then 4 x 0.45 = 1.80.)