

The Guide for application of Supporting Program of ETALAST
For the activities from April 1st, 2018 to March 31st, 2019

December 22, 2017

Issued by AFLAS Committee of Education and Training Activities for
Laboratory Animal Science and Technology

Aim of the program is to support the activities for training and education of laboratory animal science including techniques, animal welfare and experimental ethics in the member associations or society. This program was established at the AFLAS Council meeting held in Singapore in 2015.

- 1 AFLAS supports the program of the activities held from April 2018 to March 2019 by AFLAS member associations or society.
- 2 The program applied should be gained the consent of the president of association or society which the applicant belongs.
- 3 The program supports travel expense of lecturers or experts for training and education activities of each association or society.
- 4 Total Number of lecturers or experts supported is three for three member associations or society.
- 5 Total amount of grant per year is approximately 2000USD / 600-800USD for each activity.
- 6 The activities supported shall be from April 1st, 2018 to March 31st, 2019 by AFLAS member associations or society.
- 7 The term of accepting Applications is from January 1 to February 28, 2018.
- 8 Activities adopted are to decided by the committee for education and training of laboratory animal science (ETALAS) between March 1st and March 31, 2018.
- 9 Requirements: The organizer shall announce the program adopted to the AFLAS member associations and society through AFLAS website, AFLAS e-mail by AFLAS Office and/or the website of the organizer. The organizer shall accept the participants from the AFLAS member associations and society.

10 Application and Report & Request of payment:

Two-step system for submission of forms, a form of application and a form of report & request of payment, is adopted for achieving AFLAS ETALAST program definitely.

10-1 The first step; AFLAS accepts application forms. After discussion by the committee of ETALAST, AFLAS shall decide the ETALAST programs.

10-2 The second step; AFLAS requires forms for a report & request of payment after performing the ETALAST programs selected.

After the confirmation of the report, AFLAS shall carry out the payment.

11 E-mail address for both applications and reports & request of payment is as follows;

nkasai@med.tohoku.ac.jp

Two types of forms are as follows;

APPLICATION for AFLAS ETALAST Program

---The provisional contents are accepted---

-Date of notification:

-Program title and Timeline of the education and training program/activity:

-Location (City):

-Approximate date:

-Draft of whole program of an education session:

-Aim and benefit of the education and training program/activity:

Attendance figures:

-Information of inviting lecturer or trainer supported by ETALAST Program

Name & Affiliation:

Title of lecture or training:

Reference (including web site)

-Provisional whole Amount of travel expense for the inviting lecturer:

-Comments:

-Information of Applicant

Name of association or society:

Name of President:

Name of Liaison or Organizer of the Program (Including E-mail address):

REPORT & Request of Payment for AFLAS ETALAST Program

---Exact contents are required---

-Date of notification:

-Program title of the education and training program/activity:

-Venue:

-Date:

-Whole program of an education session (Program copy) :

-Information of inviting Lecturer supported by ETALAST Program

Name & Affiliation:

CV/Resume:

Title of lecture or training:

Abstract (copy):

-Budget of the program

Total budget for the program or activity:

Other sources of funding supporting this activity:

-Comments:

-Information of Applicant

Name of association or society:

Name of President:

Name of Liaison or Organizer of the Program (Including E-mail address):

-Bank information of the AFLAS member association:

Bank Name:

Address:

SWIFT Code:

Account Name:

Payee Account Number: