MSMR THREE I's CONFERENCE SCHOLARSHIP GUIDELINES

BEECH TREE SCHOLARS AWARD PROGRAM

In Memory of Colleen Cody and Angela (Angie) Birnbaum

Beech trees are associated with knowledge and wisdom, are valued for their strength and broad canopy, and are emblematic of the way in which both Colleen and Angie generously shared their time, knowledge and passion for research ethics and regulation.

The Beech Tree Scholars program has been established to both honor their memory and continue their legacy of welcoming those new to the field. Beginning in 2025, each year a selected applicant will be awarded registration, domestic airfare and hotel to attend the THREE I's conference. As the network of Beech Tree Scholars and their supporters grows, it will continue to provide both roots and shelter within the research ethics community.

The purpose of the Beech Tree Scholars Conference Scholarship is to enable first time attendees to attend and participate in our THREE I's professional conference to learn, grow and network. **Support will only be available to participants who have been in the IACUC, IBC, IRB or Research Administration field for five (5) years or less.**

ELIGIBILITY

1. Applicant must be employed in a role supporting or managing Research Administration, IACUC, IBC or IRB at the time of the conference and must be within the first 5 years or less of involvement in the field, must show a demonstrated interest in regulatory ethics and the THREE I's and cannot be a prior recipient of a Beech Tree Scholars Award.
2. The award recipient must commit to serve on the scholarship selection committee for 1 year following award (virtual meetings).
3. The award recipient must commit to writing about or presenting on their experience at the conference within 12 (twelve) months of attending.
    a. Writing will address the overall experience and highlight The MSMR and THREE I's learnings by the recipient. It should be in the form of a blog entry, conference summary review or similar style suitable to be published on the MSMR and THREE I's conference websites.
    b. The presentation will be conducted virtually at an online seminar arranged in agreement with MSMR and 3I's Conference Committee. Alternatively, the presentation can be given at the THREE I's conference in the following year (travel to that conference is not included).

4. Applicant must reside in the US.
5. No more than one Conference Scholarship per year will be funded each year.

APPLICATION PROCEDURE

1. The application deadline is **JANUARY 15, 2026**; The selected awardee will be notified by **MARCH 15, 2026**.
2. Only complete applications will be reviewed. A complete application includes the following:
    a. A fully completed application form signed by the participant.
    b. A written summary of the participant's professional development information, including a description of their recent and current involvement in regulatory activities and how receipt of the award will support and expand their work in research ethics and regulation.
    c. Applicant's resume or *curriculum vitae.*
    d. A letter of reference from the participant's supervisor (or department advisor, as applicable) supporting participation. The letter should briefly address the applicant's position and how attendance at the conference will contribute to the applicant's professional development.

AWARD PROVISIONS, LIMITATIONS, AND PROCEDURES

The selected award recipient will be notified by a representative of the selection committee and will be advised on next steps for travel booking, registration, etc. ***Please do not make any hotel or conference bookings prior to notification.*** If your application is received on or before the early bird conference registration date but is not selected for the scholarship award, we will honor the early bird rate for your paid registration.

We will fund the most reasonable round-trip air transportation on an American carrier, 2-3 days' hotel lodging and conference registration fee. Airfare will be booked by the award recipient and reimbursed after the conference and upon submission of travel receipts/documentation. Hotel booking and conference registration will be made directly by the conference organizers. Additional details will be provided to the recipient upon acceptance of the award.

The Awardee will be recognized during the opening of the THREE I's conference and be named in the conference materials. Conference attendees will be encouraged to welcome the award recipient and connect with them throughout the conference sessions. All Beech Tree Scholars and Supporters in attendance will be identified on their conference badges.

BEECH TREE SCHOLARSHIP AWARD APPLICATION

NAME: _____

TITLE | POSITION: _____

INSTITUTION/EMPLOYER: _____

IACUC ____ IBC ____ IRB ____ RESEARCH ADMINISTRATION ____ YEARS in FIELD _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TELEPHONE: _____

Does your employer provide coverage for continuing education? (please select the one answer that best fits)

_____ My employer provides training/conference opportunities for **all** individuals

_____ My employer provides training/conference opportunities for **most** individuals

_____ My employer provides training/conference opportunities for **few** individuals

_____ My employer does **not** provide training/conference opportunities for individuals

PLEASE EXPLAIN YOUR INTEREST IN ATTENDING THE THREE I's CONFERENCE:
(Do you demonstrate a strong commitment to your chosen field and have a clear plan for how you will benefit from attending the conference? Tell us about it!)

SUPERVISOR NAME: _____

SUPERVISOR'S SIGNATURE: _____

TRAVEL (select one): AIRFARE _____ MILEAGE _____ (*If driving, only if located in conference area*)

Please list three preferred travel options for airfare and costs for roundtrip (**do not book until notified of selection for the award**):

1. **Airlines | RT: From: _____ To: _____ From: _____ To: _____ Cost: _____**
2. **Airlines | RT: From: _____ To: _____ From: _____ To: _____ Cost: _____**
3. **Airlines | RT: From: _____ To: _____ From: _____ To: _____ Cost: _____**

APPLICANT CERTIFICATION

I hereby certify that the information I have given on this application is complete and correct to the best of my knowledge.

Signature: _____

Date: _____

ENSURE THAT THE FOLLOWING DOCUMENTS ARE ATTACHED OR SUBMITTED SIMULTANEOUSLY:

____ Resume or *curriculum vitae* (CV)

____ Letter of support from supervisor/advisor