

The following are suggestions provided by the Awards Committee in an effort to aid you in your application. The Awards Committee will rank superlatives about the individual's research, insights, abilities, and contributions in the field of toxicology.

Points to consider when submitting a travel award or fellowship application:

THE ESSAY (UP TO 500 WORDS):

- Essays should be free of grammatical errors.
- The essay from the applicant: should demonstrate your activity, commitment, and/or vision to the field of toxicology.
- The essay from a student applicant should also include a statement describing your career aspirations.
- Include in your essay a statement regarding how meeting attendance will be of value.

CURRICULUM VITAE:

[A fillable sample curriculum vitae](#), provided on the ACT website, is available for your use. Use of the template is not a requirement. However, if not used, the Awards Committee highly encourages applicants to use the template format as a guide for their *curriculum vitae* to ensure the needed information is documented. Limit the *curriculum vitae* to 5-6 pages (using 12-point font).

A LETTER OF RECOMMENDATION:

- Maximum of 2-3 pages in length, using 12-point font.
- The letter should describe the relationship with the applicant and should include how long they have known the applicant and in what context.
- The letter should describe the applicant's strengths, abilities, demonstration(s) of initiative, and key contributions related to the field of toxicology.
- The letter should validate the applicant's current and anticipated future status at the university/institution/company.
- Statements differentiating the applicant from their contemporaries are helpful for the reviewers.

ABSTRACT:

- The abstract should include the following:
 - Title, authors, and affiliations
 - Minimal background information (1 or 2 sentences at most) that explains the need for your research
 - A clear statement of the purpose/objective for the research/studies being reported
 - A brief description of experimental design including materials (e.g., animal strain, age, dosing frequency, vehicle, timepoint) and methods (e.g., parameters measured and how measured)
- A summary of your results that should include both:
 - Data (means, variability, n values, statistical significance) for the endpoints
 - An interpretation that is supported by the data
 - The results section should be the largest part of the abstract
 - Do not include endpoints that have not been evaluated at the time of writing the abstract

- A conclusion statement that relates back to the purpose/objective of the study
 - In addition, try to state what impact your finding(s) has on your overall field of research
- Ensure that your abstract conforms to the word limit
- Check that your grammar and spelling are correct
- Avoid using jargon or common slang words/terms
- Define all abbreviations at the time of first use

ADDITIONAL POINTS OF REFERENCE:

- **Student:** Must demonstrate they are in good academic standing at time of submission of their application as well as at the time of the subsequent annual meeting
- **Early Career Professional:** Having less than 10 years of experience in toxicology post achievement of highest educational degree. This category also includes postdoctoral research fellows.
- **Toxicologist:** Having 10 years or more of experience in toxicology post achievement of highest educational degree.
- **Consecutive applications:** If applicant was awarded an ACT travel grant in the immediately preceding year, new application must clearly explain how new work is different from that previously presented at the ACT annual meeting.