**Requirements and Responsibilities**

**Evelyn Mackin Grant for Education by a Traveling Therapist**

***Submission Requirements:***

1. Submit application between May 1st and June 1st. Download the application form at: <https://www.ahtf.org/grants/evelyn-mackin-grant/>. Completed application packets should be emailed to the American Hand Therapy Foundation (AHTF) Director of Grants, April C. Cowan, OTR, OTD, CHT, at: grants@ahtf.org.

1. All application materials must be submitted electronically. See application form for the required information.
2. Along with the application form, submit a current curriculum vitae.
3. Disclose any relationships (blood, marriage, adoption, employment and/or professional) to persons with a direct interest or influence in the AHTF, such as board or committee members, or significant donors, when known.

***Post-Award Requirements and Responsibilities:***

1. Directly apply the grant funds to proposed and approved travel expenses incurred in the visit to the clinical setting(s) for which the grant was awarded.
2. Once the award has been announced, prepare to provide receipts as expenses are incurred. The receipt should be scanned and emailed to the Director of Grants at: grants@ahtf.org.
3. Complete the project within one calendar year of receipt of awarded funds.
4. Submit a written report detailing the educational experience. The report is due to AHTF Director of Grants within 60 days of completing the educational trip(s).
5. Remaining unused monies need to be returned to the AHTF within one year after the monies have been provided to the awardee.
6. Prepare succinct audio-visual presentation or poster presentation of the experience for live delivery at the subsequent American Society of Hand Therapists (ASHT) Annual Meeting, emphasizing the “pearls” learned. Acceptance of the poster/platform presentation will be at the discretion of the ASHT. ASHT has right of first refusal, and if refused, then the applicant may submit the presentation to an in-kind meeting.
7. If any presentation or publication is accepted, the recipient will give acknowledgement of the AHTF as the funding source of the grant. The AHTF Grant Committee will be provided reprints of any such publications.

Optional Responsibilities:

The recipient is encouraged to expand upon the above required report in the form of a manuscript submission for consideration for publication in the *Journal of Hand Therapy*.