**Requirements and Responsibilities**

**American Hand Therapy Foundation (AHTF)**

**Evelyn Mackin Travel Grant** **for Education and Research**

**This grant is generously underwritten by North Coast Medical, Inc.**

***Submission Requirements:***

***Please see the application form.*** <https://www.ahtf.org/grants/evelyn-mackin-grant/>

1. Submit application between May 1 and July 1.
2. Completed application packets should be emailed to the AHTF Director of Grants at grants@ahtf.org.
3. All application materials must be submitted electronically in one PDF document.
4. When awarded, and prior to receiving funding, disclose any relationships (familial, personal 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 or clinical research setting(s) for which the grant is 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 AHTF treasurer at treasurer@ahtf.org.
3. Provide a progress report 6 months after receiving the funds.
4. Complete the project within one calendar year of receipt of awarded funds.
5. Submit a written report detailing the educational or clinical research experience. The report is due to AHTF Director of Grants at [grants@ahtf.org](mailto:grants@ahtf.org) within 60 days of completing the educational or research travel(s).
6. Remaining unused monies must be returned to the AHTF Treasurer within one year after receipt of the funds.
7. Upon conclusion of the funding period, the applicant is required to: 1) Prepare an in-person podium or poster presentation at the following year’s American Society of Hand Therapists (ASHT) Annual Meeting; OR 2) Prepare a submission to the ASHT Times. When appropriate, applicants are encouraged to consider a submission for publication to the *Journal of Hand Therapy* or another peer-reviewed journal.
8. If any presentation(s) or publication(s) is (are) accepted, the recipient will give acknowledgement of the “American Hand Therapy Foundation” as the funding source for the grant. Inform the Director of Grants in addition to providing an electronic copy of the publication.