



National Association of State
Controlled Substances Authorities

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72 Brook Street Quincy, MA 02170 Phone: (617) 472-0520 Fax: (617) 472-0521 www.nascsa.org

2017 NASCSA SCHOLARSHIP APPLICATION INSTRUCTIONS

The Executive Committee of the National Association of State Controlled Substances Authorities (NASCSA) has authorized the establishment of **s i x (6)** travel scholarships for state members to attend the Annual Conference. These scholarships, in the amount not to exceed \$1500¹ each, will be offered to member states agencies to offset travel-related expenses to attend this year's NASCSA Annual Conference to be held October 17-20, 2017 in San Antonio, Texas. Scholarship applications will be reviewed by the Committee on Grants, Membership and Sponsorships which will make recommendations for approval to the Executive Committee. The Executive Committee will have final approval of all scholarships awarded. **The deadline for applying for scholarships is June 23, 2017** Scholarship awards will be announced no later than August 4, 2017.

Applicants are requested to submit (1) a completed application and (2) a written statement justifying the request. Applicants will be considered either based on financial need, or to permit a second person from a member state agency, who is assumed to have a future leadership role in controlled substances regulation, to attend the annual conference.

General description: Travel Scholarships are only open to NASCSA member states in good standing (e.g. dues must be paid in full for 2017-2018). An individual state is eligible to receive only one travel scholarship each year.

- States that have not received travel scholarships in previous years will be given preference;
- All applicants must submit a cover letter describing in detail to what extent attendance at the annual conference will contribute to the individual's job and their position within the agency; and/or how budgetary constraints have affected the ability of the agency to send staff to educational conferences. If applying to send a second "leader" to attend the annual conference, briefly state how attendance at the NASCSA conference will enhance your current or future job function in the state agency and how you believe NASCSA will benefit by your attendance at the conference;
- Applications must also be signed by the primary state agency contact (e.g. supervisor and/or agency head);
- Scholarships not to exceed \$1500 each may be awarded. In addition, the conference registration fee shall be waived for scholarship recipients;
- Applications may be submitted via email, fax or by mail no later than June 23, 2017 to: NASCSA, 72 Brook Street, Quincy, MA 02170. Fax: (617) 472-0521 or email: kathykeough@nascsa.org;
- The selected recipient of the scholarship must make every effort to attend the 2017 Annual Conference. In the event a state is awarded a travel scholarship to attend the 2017 annual conference and the representative is subsequently unable to attend the conference, the Executive Committee may award the scholarship to another applicant; and
- Recipients are requested to identify the most cost effective transportation costs where applicable.

¹ The Executive Committee reserves the right to increase the amount of the travel scholarship on a case by case basis in instances in which reasonable and customary travel costs exceed the allotted amount.

The Travel Scholarship Application must be completed in its entirety