Dear Prospective Applicant:

Thank you for your interest in the NATA International Speaker Program! The purpose of this initiative is to provide financial assistance to Athletic Training scientists and clinicians so they can present research or intellectual content at conferences or symposia around the world. It is our hope that this financial assistance will increase the global recognition of NATA and promote the importance of athletic trainers as healthcare professionals in the global healthcare community. Several applications with total costs up to a maximum of $5,000 USD will be funded each year (pending funding approval).

Applications may be submitted at any time and will be considered on a rolling basis. However, complete applications must be received at least two months prior to the conference date. Applicants will be notified of the committee’s decision within one month of complete application submission. Applicants must submit a final report, including expenditures, receipts and conference activities no later than one month following the end of the conference.

For general or specific information about this program, you may contact me at the phone or

e-mail address listed below. Thank you again for applying for the NATA International Speaker Program.

Sincerely,



Kevin C. Miller, PhD, AT, ATC

Professor, School of Rehabilitation and Medical Sciences

Central Michigan University

NATA International Speaker Program Sub-committee Chair, NATA International Committee

Phone: 989-774-2813

E-mail: mille5k@cmich.edu

International Speaker ProgramGuidelines and General Information

**Introduction**

 The purpose of this funding is to provide financial assistance to Athletic Training scientists and clinicians so they can present their research or intellectual content at conferences outside of the United States. It is our hope that the financial assistance provided will increase the global recognition of NATA and promote the importance of athletic trainers as health care professionals in the global health care community.

**Who May Submit a Proposal?**

 Any athletic trainer(s) who is an NATA member in good standing may apply for the NATA International Speaker Program. Athletic trainers who reside in the United States must also have an NPI number to be eligible for this funding. An NPI number is not mandatory for athletic trainers residing outside of the United States.

Athletic Trainers who reside outside of the United States may **not** use this funding to attend conferences located in the United States (e.g., the annual NATA Clinical Symposium and AT Expo). However, they may apply for funding to present at a conference located in another country (preferably ones located on the [NATA’s high priority list](#Priority_List)). Similarly, Athletic Trainers who reside in the United States may **not** apply for funds to attend international conferences held in the United States. Finally, applicants may **not** use these funds to travel to NATA-affiliated or NATA-sponsored conferences (e.g., World Federation of Athletic Training and Therapy World Congress).

Preference will be given to applicants who meet some or all of the following criteria: (1) applicant has a well-regarded reputation as a clinician or scholar; (2) applicant has an established and focused research agenda or extensive clinical expertise; (3) applicant is an NATA Fellow; (5) applicant has received notification of presentation acceptance at the time of application; and (6) applicant has been invited to give multiple presentations at the same conference (e.g., a lecture presentation and a free-communication presentation). Applicants may submit multiple applications each year but may only have one funded application every 12 months.

**When to Submit a Proposal?**

 Complete applications may be submitted at any time during the calendar year and will be reviewed by the sub-committee on a rolling basis. However, complete applications must be received at least two months prior to a conference to receive full consideration. A pre-proposal is **not** necessary to apply for International Travel Conference Presentation Funding.

**Proposal Review Process**

Applicants must complete the International Travel Conference Presentation Funding application and save their application in one ‘.pdf’ file. They will name the file as “*Author last name, NATA International Travel Conference Presentation Funding*.”

Complete applications must be submitted electronically to Dr. Kevin Miller at mille5k@cmich.edu at least two months prior to the conference dates. In the e-mail subject line, applicants should write their information using the following formatting--“*Author last name, NATA International Speaker Program*.” Hard copy submissions or incomplete applications will not be accepted or reviewed. Applications will undergo mechanical review to ensure completeness. Applicants will receive electronic notification that their application was received and whether it was complete.

The NATA International Speaker Program Sub-Committee will review the applications and score the application in five main areas:

1. Presenter Qualifications and Expertise. The committee will evaluate the presenter’s level of knowledge, scholarly and/or clinical reputation and presentation experience. Preference will be given to applicants with well-regarded reputations, NATA Fellows, or applicants who demonstrate high levels of content expertise or clinical experience. *NOTE*: All residents of the United States applying for these funds must have their NPI number to receive this funding.
2. Conference Information. The committee will evaluate the following in regard to conference information: (1) priority of the conference, (2) typical credential of audience members (e.g., MD, PT, ATC) who attend the proposed conference and (3) conference audience size. Preference will be given to applicants traveling to large sports medicine related conferences or those conferences on the NATAs high priority list [(Appendix A).](#Priority_List)  The sub-committee will also consider funding presentations at conferences not listed as ‘high priority.’
3. Presentation Information. The committee will review the following presentation information: (1) number of podium/lecture presentations, (2) number of free communication presentations, (3) the type of presentations and (4) evidence of presentation acceptance. Preference will be given to applicants who present multiple times and have written confirmation of approval for multiple presentations (e.g., a podium presentations and research presentation).
4. Budget. The committee will review the appropriateness and completeness of the budget.
5. Travel Objectives. The committee will review applicants anticipated activities while attending the conference. Preference will be given to applicants who will attend the entire conference; or meet with regional/national leaders or interest groups at or outside of the conference.

The highest scored applications will be discussed during an International Committee conference call. The International Committee will discuss the applications and vote on funding applications.

**Notification of Funding**

Applicants will be notified electronically regarding the International Committee’s decision of acceptance or rejection within one month of receiving a completed application. Acceptance letters will contain information regarding funding allocation, instructions for fund use and final report instructions. In most cases, applicants will be reimbursed for approved expenditures by completing NATA travel expense reports or book directly with NATA-approved travel agents. Travel expense reports will be included in the instructions to applicants.

**Funding Amount**

The maximum allotment per application is $5,000 USD. The International Committee retains the right to reject, partially fund or fully fund proposals. Expenses must be submitted within one year of notice of acceptance. In most cases, successful applicants will receive reimbursement within two months of submission of their final report, itemized receipts, and NATA expense report.

**Obligations**

Recipients of NATA International Speaker Program are representatives of the NATA while at the international conference. Therefore, the recipient must acknowledge and accept the following conditions upon acceptance of funding:

1. Include the NATA and NATA International Committee logos on all materials (e.g., PowerPoint slides, handouts) distributed or otherwise used at or for the conference. See [Appendix B](#appendixB) and [Appendix C](#appendixC) for examples of PowerPoint slides and approved logos, respectively. *NOTE: These logos must be* ***equal to or greater in size*** *than other logos on the same slides.*
2. Identify themselves as a representative of NATA (in addition to their employer if necessary) in all communique related to, or that results from, the conference/meeting.
3. Disclose verbally the funding source as part of the presentation.
	1. Example: Speaker states at the beginning of his/her presentation: “This presentation is funded in whole (or in part) by the National Athletic Trainers’ Association (NATA).
4. Allow NATA the right to offer the presentation and/or research as a webinar (in part or in whole).
5. Present, upon invitation, at a NATA in-person live event (e.g. NATA convention).
6. Submit a 1-2 page final report ([Appendix D](#Finalreport)) and a copy/copies of presentation(s) to the NATA International Speaker Program Sub-committee Chair, Dr. Kevin Miller (mille5k@cmich.edu), no later than 1 month following the end of the conference. Presentation copies should be formatted as ‘.pdf’ files so we may share with NATA members.

If the above contingencies are not met, reimbursement may be recalled and the recipient will no longer be eligible to receive NATA Conference Presentation Funding.

**Acknowledgments**

Funding recipients acknowledge they are representing NATA, therefore any conduct or behavior deemed unbecoming of an NATA representative may result in NATA denying the reimbursement request.

Recipients also acknowledge they have the authority to share and to approve use of the presentation, research and information for NATA continuing education purposes.

**Application and Format Instructions**

 The application must not exceed six single-spaced, typewritten. This page limit applies only to Sections 1 through Section 5. Supplemental materials such as conference acceptance letters are acceptable addendums to applications and will not count against this page limit. Proposals must have margins of 1.0 inch on all sides and utilize Arial or Helvetica font with type being no smaller than 11 point. Each page must be numbered and display the last name of the presenter in the header.

[*SECTION 1*: NATA International Speaker Program Application Cover Sheet](#Cover_page)

 This completed form must be page 1 of the application. Use the form entitled “Cover Sheet” at the end of these instructions.

[SECTION 2: Biographical Sketch Information](#bio_sketch)

 Use the form entitled “Presenter Biographical Sketch” at the end of these instructions.

[*SECTION 3*: Statement of Disclosure](#Disclosure)

Use the form entitled “Statement of Disclosure” at the end of these instructions.

[*SECTION 4:* Conference Information](#Conference_information)

On this page, applicants should describe the name, dates, location of the conference, and whether the conference is on the [NATAs high priority list](#Priority_List) (Appendix A). The applicant should also provide details regarding the title(s), number, and type(s) of presentations delivered while at the conference; and whether they have received written confirmation of acceptance from conference organizers. NATA will **not** release reimbursement until applicants provide evidence of written confirmation of presentation acceptance.

[*SECTION 5*: Itemized Budget](#Budget)

Presenters are expected to include a reasonable itemized budget with each application. The currency exchange rate on the day of approval will be used if the proposal is funded. The maximum request for food is $75/day. **Itemized food/restaurant receipts are necessary to receive reimbursement.** Gratuity may be included for reimbursement purposes; however, the NATA will **NOT** provide reimbursement for alcohol.

To save costs, NATA will only cover economy class airfare. In the event it is more economical for a presenter to drive than fly to a conference, NATA will reimburse speakers for mileage to and from the conference at the current United States IRS rate of $0.58/mile. If flying to the conference, presenters may include round-trip mileage reimbursement for travel to airports from their homes.

Applicants with prior funding for travel (e.g., from their university, research grant, etc.) will not be automatically rejected. However, NATA requests applicants use other available funds before using the NATA International Speaker Program to maximize the number and amount of funding for other presenters.

[*SECTION 6*: Presentation Approval Letters or Notification](#Proof_Acceptance)

 Proof of acceptance is required before the release of money to presenters. Proof of acceptance should be the final page of the application.

|  |
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| **NATA International Committee Conference Presentation Funding** **Cover Sheet** |

Name: Click here to enter text. Credentials: Click here to enter text.

Employer: Click here to enter text.

Address: Click here to enter text.

City, State, Zip: Click here to enter text.

Work Phone: Click here to enter text. Cell Phone: Click here to enter text.

E-mail: Click here to enter text. Fax Number: Click here to enter text

NATA Number: Click here to enter text. BOC Number: Click here to enter text

NPI Number: Click here to enter text

Signature\*: Click here to enter text Date: Click here to enter text

*\*Indicates authorization of peer-review*

|  |
| --- |
| **NATA International Committee Conference Presentation Funding** **Presenter Statement of Disclosure** |

In some cases, individuals seeking funding may be affiliated with, or have financial interest in, organizations or conferences that may have a direct interest in the subject matter of an application. The NATA International Committee must be informed of any such affiliation and/or financial interest on the part of the presenter(s).

The intent of this policy is not to prevent a presenter with an affiliation and/or significant financial interest from receiving funds from the NATA. It is merely intended to identify any affiliation clearly so that International Committee members may have a full awareness of the facts in order to form their own judgments. This form must be completed by all applicants.

Name: Click here to enter text. Credentials: Click here to enter text.

Employer: Click here to enter text.

Address: Click here to enter text.

City, State, Zip: Click here to enter text.

Work Phone: Click here to enter text. Cell Phone: Click here to enter text.

E-mail: Click here to enter text. Fax Number: Click here to enter text

Please list (in the box below) any affiliations and/or significant financial interest(s) you have with all organizations/conferences that might have a direct interest in the subject matter of your travel funding (e.g., conference organizer for conference XYZ). If you have no conflict of interest, please check the appropriate box below.

[ ]  I have NO conflict of interest to report.

[ ]  I have an affiliation(s) and/or financial interest. Please list the possible conflict of interest and explain in the box below.

Click here to enter text

|  |
| --- |
| **PRESENTER BIOGRAPHICAL SKETCH****( DO NOT EXCEED TWO PAGES)** |
|  |
| NAME | POSITION TITLE |
| Role in Proposed Project |  |
| EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education)* |
| INSTITUTION AND LOCATION | DEGREE*(if applicable)* | YEAR(s) | FIELD OF STUDY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Has this person ever presented internationally before? [ ]  Yes [ ]  No
2. Is this person an NATA Fellow? [ ]  Yes [ ]  No

**CLINICAL EXPERIENCE SUPPORTING PROPOSED WORK**

Click here to enter text.

**PUBLICATIONS SUPPORTING PROPOSED WORK** (*max of 5*)

Click here to enter text.

**STATE, REGIONAL, NATIONAL, OR INTERNATIONAL PRESENTATIONS SUPPORTING PROPOSED WORK** (*max of 5*)

Click here to enter text.

|  |
| --- |
| **NATA International Committee Conference Presentation Funding****Conference Information** |

Name of Conference: Click here to enter text.

Is this conference on [NATA’s High-Priority List](#Priority_List)? [ ]  Yes [ ]  No

Location of Conference (City, Country): Click here to enter text.

Dates of Conference: Click here to enter text.

Estimated Conference Attendance: Click here to enter text.

Typical Audience Member Click here to enter text.

at this Conference?

(e.g., ATC, MD, PT, etc.):

Title(s) of All Presentation(s): Click here to enter text.

*(include titles of poster or oral research presentations)*

Type(s) of Presentation: [ ]  Podium [ ]  Oral Free Communication [ ]  Poster

*(check all that apply)*

Have you received written confirmation from the conference planners that your lecture and/or research presentation(s) has been approved for presentation?

[ ]  Yes. If yes, please include verification of acceptance (e.g., e-mail, letter) with your original submission and include this as the final page in your application packet.

[ ]  No. If no, please resubmit your application when you have proof of acceptance.

In addition to your presentations, briefly describe any other professional activities you will do while at this international conference.

Click here to enter text.

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| --- |
| **NATA International Committee Conference Presentation Funding****Itemized Budget** |

Have you received funding from other sources (e.g., university, research grant) to travel to this conference? Applicants will **not** be automatically rejected for having other funding sources.

[ ]  Yes

 Funding Source?: Click here to enter text.

 Amount Already Received?: Click here to enter text.

[ ]  No

**ESTIMATED BUDGET**a:

Travel:

 Airfare:b Click here to enter text.

 Airplane Bag fees: Click here to enter text.

 Airport Parking Fees: Click here to enter text.

 Mileage to Conference:c Click here to enter text.

 Mileage to Airport:d Click here to enter text.

Conference Registration: Click here to enter text.

Food:e Click here to enter text.

Ground Transportation: Click here to enter text.

Lodging: Click here to enter text.

Other? Click here to enter text.

Other? Click here to enter text.

Other? Click here to enter text.

**Total Estimated Cost? Click here to enter text.**

***(must not exceed $5000 USD)***

a = The currency exchange rate on the day of proposal approval will be used if the proposal is funded.

b = To save costs, the NATA will only cover economy class airfare.

c = Only applicable if it is more reasonable to drive to a conference. Mileage may be claimed at the current IRS rate of $0.58/mile. If applicant(s) is flying to a conference, a $0 should be placed on this line.

d = If applicant(s) is flying to the conference, the NATA will reimburse speakers for mileage to and from airports from their residence at the current IRS rate of $0.58/mile.

e = The maximum request for food is $75/day. **Itemized food/restaurant receipts are necessary to receive reimbursement for this line item.** Gratuity may be included for reimbursement purposes; however, the NATA will **NOT** provide reimbursement for alcohol.

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| **NATA International Committee Conference Presentation Funding****Proof of Presentation Acceptance** |

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| **Appendix A: NATA’s Conference Priority List** |

***Highest Priority***

1. Asia-Pacific Knee, Arthroscopy and Sports Medicine Society (APKASS) Summit\*
	* Occurs annually around April
2. Danish Sports Medicine Conference
	* Held annually in February
3. European College Sport Science (ECSS) Conference
	* Held annually in July
4. Fédération Internationale de Médecine du Sport (FIMS) World Conference
	* Occurs every two years (even years) around September/October
5. International Congress on Sports Sciences Research and Technology Support\*
	* Occurs annually around October/November
6. International Convention on Science, Education and Medicine in Sport (ICSEMIS)
	* Occurs every four years in Olympic country
7. International Federation of Sports Physical Therapy (IFSPT) Conferences
	* Conferences and dates vary
8. International Olympic Committee (IOC) Preventative Medicine Conference\*
	* Occurs every three years around March (2017, 2020, 2023...)
9. International Society of Physical and Rehabilitation Medicine (ISPRM) World Congress\*
	* Occurs annually around April/May
10. Medica Medicine and Sports Conference\*
	* Occurs annually around November
11. World Confederation of Physical Therapy Conferences
	* Conferences and dates vary

\*Recognized by the European Federation of Sports Medicine Associations (EFSMA). Other conferences recognized by the EFSMA will also be considered highest priority.

***Secondary Priority List***

1. Athletic Rehabilitation Therapists Ireland (ARTI) Conferences
	* Conferences and dates vary
2. Association of Chartered Physiotherapists in Sports Medicine
	* Occurs annually as either single day conferences (odd years) or two-day conferences (even years). Conferences and dates vary
3. British Association of Sport Rehabilitation and Trainers (BASRaT) Conference
	* Occurs annually around November
4. Canadian Athletic Therapists Association (CATA) Conference
	* Occurs annually around June

***Secondary Priority List continued***

1. International Conference on Concussion in Sport
	* Occurs every two to four years around September/October
2. International Conference on Sports Rehabilitation and Traumatology
	* Occurs annually around May
3. International Society of Arthroscopy, Knee Surgery, and Orthopaedic Sports Medicine (ISAKOS) Conference
	* Occurs every 2 years around June (2017, 2019, etc)
4. Japan Society of Physical Education, Health, and Sport Sciences
	* Occurs annually in August
5. Japanese Society of Clinical Sports Medicine
	* Occurs annually in November
6. Japanese Society for Athletic Training
	* Variable; annually in July the past 3 years
7. Korean Athletic Trainers' Association
8. Society of Sports Therapists Conferences
	* Conferences and dates vary
9. World Congress on Osteoporosis, Osteoarthritis, and Musculoskeletal Diseases
	* Occurs annually in March

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| **Appendix B: Example PowerPoint Slides**  |

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| **Appendix C: Approved Logos**  |

Speakers may use the following logos in their presentation materials to represent the NATA and the NATA’s International Committee:



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| **Appendix D: Final Report** **for International Speaker Program Grant** |

**Presenter Name**: Click here to enter text.

**Name of Conference**: Click here to enter text.

**Location of Conference (City, Country):** Click here to enter text.

**Dates of Conference**: Click here to enter text.

**Briefly describe the activities you performed while at the conference. Please include an estimate of the number attendees that listened to your presentations and any outcomes you achieved.**

Click here to enter text.

**In your opinion, should the NATA continue to sponsor speakers to attend this conference? Why or why not?**

Click here to enter text.

**Were there any unforeseen difficulties you encountered while at the conference? If yes, please elaborate below.**

Click here to enter text.

**BUDGET**: *REQUESTED* **ACTUAL**

Travel:

 Airfare: *Click here to enter text.* **Click here to enter text.**

 Airplane Bag fees: *Click here to enter text.* **Click here to enter text.**

 Airport Parking Fees: *Click here to enter text.* **Click here to enter text.**

 Mileage to Conference:*Click here to enter text.* **Click here to enter text.**

 Mileage to Airport: *Click here to enter text.* **Click here to enter text.**

Conference Registration: *Click here to enter text.* **Click here to enter text.**

Food: *Click here to enter text.* **Click here to enter text.**

Ground Transportation: *Click here to enter text.* **Click here to enter text.**

Lodging: *Click here to enter text*. **Click here to enter text.**

Other? *Click here to enter text.* **Click here to enter text.**

Other? *Click here to enter text.* **Click here to enter text.**

 Other? *Click here to enter text.* **Click here to enter text.**

**Total?** *Click here to enter text.* **Click here to enter text.**

**Did you include a ‘.pdf’ copy of all lecture/podium or research presentations (e.g., posters) with your final report?**

[ ]  Yes [ ]  No

**Did you include scans or copies of all itemized receipts (including food) and a completed NATA expense form with your final report?**

[ ]  Yes [ ]  No

**Signature of Presenter:** Click here to enter text.

**Date:** Click here to enter text.