

Home	My Applications	Pending Recommendation (3)	In Progress (3)	Complete (4)
Expired (1)	My Reviewing Assignments	My Profile	Log Out	

Welcome Elisha Reichling
Home
My Applications
Pending Requested Documents (3)
In Progress (3)
Complete (4)
Expired (1)
My Reviewing Assignments
My Profile
Admin Panel
Log Out

[Home](#) / [My Applications](#) / [Application](#)

International Affiliate of the Academy of Nutrition and Dietetics International Project Award

[Award Information](#) → [Criteria Screening](#) → [Applicant & Colleague Information](#) → [Project Information](#) → [Budget](#) → [Supporting Documents](#)

General Instructions

Thank you for your interest in this award! Before you begin, please read the following application information and instructions.

All information required for the application MUST be submitted via this survey link. Application materials will not be accepted via email. Incomplete applications will not be considered. If required, supporting documents can be uploaded at the end of this survey. All supporting materials must be submitted as PDF files.

Specific Submission Guidelines

Please note: the AODA is now known as the International Affiliate of the Academy of Nutrition and Dietetics (IAAND).

Award Purpose:

The purpose of this award is to support projects that benefit the local community through food and nutrition-related projects conducted through international collaboration of International Affiliate of the Academy of Nutrition and Dietetics (IAAND) member(s). The award benefits members of IAAND.

An award will be given to IAAND members who intend to work in partnership with another international food or nutrition professional (heretofore "colleague") on a project that will benefit the local community of one of the individuals. The premise is that the IAAND member and colleague will have somewhat different knowledge and skill-sets that, when brought together, will serve to fulfill a need identified in the community. For example, an IAAND member in country X may have the knowledge and skills necessary to help a colleague in country Y complete a project that teaches a community to improve its nutritional health or to initiate a small pilot study that will begin to illuminate the nutritional concerns of a local population. Alternatively, the colleague may have the knowledge and skills necessary to help an IAAND member complete such a project in his or her local community. Either situation is allowable as long as collaboration and the sharing of knowledge and skills is a component of the project.

Eligibility Criteria:

The applicant:

- Must be a member of the Academy of Nutrition and Dietetics and a member of the International Affiliate of the Academy of Nutrition and Dietetics (IAAND). It is preferred but NOT required that the colleague be a member of Academy of Nutrition and Dietetics or IAAND.

Award Amount and Frequency:

- One award will be made annually, totaling \$3,000 USD.

Fund Use:

- Award payment will be made to the individual IAAND member with the stipulation and understanding that the individual will be participating in the project and will satisfy the terms and spirit of the award as defined by the criteria.
- The budget for the project can only include direct costs related to the project.
- The budget does not allow indirect costs (overhead).
- The budget does not allow funds for registration, transportation, housing, or per diem to present results at a professional conference (although travel for data collection is allowed).
- If the project can not be accomplished within the award amount of \$3,000 US. Then letters of support for additional funding required for the project must be provided as part of the application.
- If funding for the project has been provided by another organization(s) prior to the granting of this award, IAAND requests that the recipient notify the other organization(s) of this award and abide by the rules and restrictions delineated by the other organization(s). If this award is not allowable according to the other organization(s), the IAAND will not be able to grant this award.
- \$2,000 USD will be awarded at the time the recipient is chosen, and the remaining \$1,000 USD will be provided upon the project's completion of the requirements described below

Selection Criteria:

Selection will be based primarily on the quality of the project plan.

Applications will be judged on the following criteria:

- International Collaboration - 20 points possible
 - Low Score (less than half of total possible points):
 - Unclear if international collaboration exists
 - Resume and experience not related to project topic and methodology
 - High Score (half or more of total possible points):
 - Resumes/experience of collaborators clearly related to project and will likely lead to successful project outcomes
 - Collaborators are from different countries/continents
- Project's merit and relevance to local community - 20 points possible
 - Low Score (less than half of total possible points):
 - Community is not clearly defined/identified
 - Purpose statement or aim is missing or unclear
 - Outcomes are missing or not clearly described
 - Outcomes have minimal value to local community
 - High Score (half or more of total possible points):
 - Community is clearly defined/identified
 - Purpose statement or aim is clear

- Outcomes clearly defined
- Outcomes of value to local community
- Methodology clearly described - 30 points possible
 - Low Score (less than half of total possible points):
 - Methodology not described
 - Methodology not likely to lead to outcomes
 - Data analysis or evaluation plans are missing or not well described
 - High Score (half or more of total possible points):
 - Methodology clearly supports purpose statement
 - Methods as described are likely to produce outcomes
 - Methodology includes description of a reasonable evaluation/data analysis/evaluation plan
- Feasibility of completing project within award amount, budgetary limits - 20 points possible
 - Low Score (less than half of total possible points):
 - Expenses for all components of project not identified
 - Budget exceeds the maximum ANDF award of \$3,000 USD without explanation of where rest of funds will come from
 - Letters of support missing or vague description of source of additional funds
 - Budget includes expenses for items not allowed
 - High Score (half or more of total possible points):
 - Work described can be completed with the proposed budget
 - If larger budget is required for the project, the sources of additional funding are identified and letters of support are included
 - If letters of support are not available, explanation of back-up plans or changes necessary to methodology to stay within \$3,000 expenses
 - Budget follows guidelines for what is allowed
- Plans for dissemination of findings - 10 points possible
 - Low Score (less than half of total possible points):
 - No points awarded if plans to not include submission of abstract of project outcomes to be submitted to IAAND newsletter
 - Project only includes the requirement to write an IAAND newsletter article at end of project
 - Type of journal submission missing or unrealistic based on project description
 - High Score (half or more of total possible points):
 - Journal reasonable for type of research or project evaluation planned
 - Multiple appropriate dissemination activities included, e.g. webinar, presentations, manuscripts (if appropriate)

Ongoing Recipient Requirements:

- After the recipient is chosen, a quarterly progress report will be submitted to the Academy Foundation, the IAAND Board of Directors and the IAAND Newsletter Editor for publication in the IAAND Passport.

Within two years of the award:

- The project must be completed
- A final article describing the project and its outcomes must be written for the IAAND Passport.
 - As above, the final article should be submitted to the Academy Foundation, the IAAND Board of Directors and the IAAND Newsletter Editor for publication in the IAAND Passport.

Required Application Document Uploads:

- A document including the summary statement, abstract, and benefits of collaboration table (in English).
- A summary statement of no more than 150 words
- Project abstract of no more than 1,000 words (in English) describing:
 - The proposed project: aims or objectives
 - Brief description of the community and the need this project will fill
 - Description of how the project will be completed (methodology)
 - What will be measured to assess whether aims/objectives are met
 - The specific roles of the applicant and the colleague in completing this project
 - Plans for dissemination of project results and findings
- A table that shows benefits of International Collaboration as shown below

Applicant's Qualifications and Skills related to the project	Collaborator's Qualifications and skills (Complementary qualifications and skills related to project that complement the applicant's qualifications and skills)
<ul style="list-style-type: none"> ▪ (insert description of selected project specific qualifications and skills from resume) 	<ul style="list-style-type: none"> ▪ (Insert only project specific selected qualifications that are in addition to the applicant's qualifications and skills)

- Two Curriculum Vitae (one for the applicant and one for colleague).
- Detailed completion of the budget form, located within this application, showing total project funding.
 - If additional funding beyond the \$3,000 USD award is required, the budget should specify the source of the additional funding and letters of support indicating commitment for funding should be uploaded.
- Letters of support for additional funds requested (if applicable).

In keeping with the collaborative nature of this award, the colleague is encouraged to work with the applicant in preparing the application.

All documents should be uploaded via the appropriate file links in this application portal. No emailed copies will be accepted. Submission of this application is due by February 10, 2019 at 11:59pm CST.

Questions should be directed to Elisha Reichling, MS, RDN, LDN, Foundation Program Coordinator at ereichling@eatright.org

I, the undersigned, acknowledge that I have read and understand the above instructions.

Full Name

Electronic Signature

Date of Signature

Name for Publication

If you are selected as a winner, your name may be published in various promotional materials for the Academy of Nutrition and Dietetics Foundation.

Please write your full name with any credentials you hold exactly how you would like it printed.

Credential Requirements:

- Only list your highest academic credentials earned
 - **Incorrect:** Jane P. Doe, PhD, MS, RDN, CNSC
 - **Correct:** Jane P. Doe, PhD, RDN, CNSC
- Do not include any undergraduate credentials (BS, BSc, BA, etc.)
 - **Incorrect:** Jane P. Doe, BS, RDN
 - **Correct:** Jane P. Doe, RDN
- Commas must be included when listing credentials
 - **Incorrect:** Jane P. Doe PhD RDN CNSC
 - **Correct:** Jane P. Doe, PhD, RDN, CNSC

List your full name and credentials EXACTLY how you would like them displayed.

Follow the credential requirements listed above

Confirm your full name and credentials

Save

Save and Next

CONTACT US

For questions or concerns with your application,
please contact Elisha Reichling, MS, RDN, LDN,
Foundation Program coordinator at
ereichling@eatright.org

Home

Applicant Portal

Home	My Applications	Pending Recommendation (3)	In Progress (3)	Complete (4)
Expired (1)	My Reviewing Assignments	My Profile	Log Out	

Reviewer Portal [Back to the Foundation's Website](#)

Welcome Elisha Reichling
Home
My Applications
Pending Requested Documents (3)
In Progress (3)
Complete (4)
Expired (1)
My Reviewing Assignments
My Profile
Admin Panel
Log Out

[Home](#) / [My Applications](#) / [Application](#)

International Affiliate of the Academy of Nutrition and Dietetics International Project Award

[Award Information](#) → [Criteria Screening](#) → [Applicant & Colleague Information](#) → [Project Information](#) → [Budget](#) → [Supporting Documents](#)

Are you, the applicant, a member of the Academy of Nutrition and Dietetics and a member of the International Affiliate of the Academy of Nutrition and Dietetics (IAAND)?

Membership will be verified upon application submission.

It is NOT required that the colleague be a member of Academy of Nutrition and Dietetics or IAAND.

- Yes
- No

[Prev](#) [Save](#) [Save and Next](#)

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Home

Applicant Portal

Home	My Applications	Pending Recommendation (3)	In Progress (3)	Complete (4)
Expired (1)	My Reviewing Assignments	My Profile	Log Out	

Reviewer Portal [Back to the Foundation's Website](#)

Welcome Elisha Reichling
Home
My Applications
Pending Requested Documents (3)
In Progress (3)
Complete (4)
Expired (1)
My Reviewing Assignments
My Profile
Admin Panel
Log Out

[Home](#) / [My Applications](#) / [Application](#)

International Affiliate of the Academy of Nutrition and Dietetics International Project Award

[Award Information](#) → [Criteria Screening](#) → **[Applicant & Colleague Information](#)** → [Project Information](#) → [Budget](#) → [Supporting Documents](#)

Applicant Information

Full Name

First Name

Last Name

Credentials

Position Title

Academy Membership Number

Mailing Address

Street Address

Line 2

City

Country

Zip / Postal Code

Email Address

Phone Number

Preferred Contact Information (if different than above)

Please note, you must provide a personal email address if the email address listed above is affiliated with your school/university.

First Name

Last Name

Mailing Address

Street Address

Line 2

City

Country

State / Province

Zip / Postal Code

Phone Number

Email Address

Colleague Information

Colleague Name (First, Middle Initial, Last)

Colleague Credentials

Colleague Position Title

Colleague Academy Member Number

If applicable

Colleague Mailing Address

Street Address

Line 2

City

Country

State / Province

Zip / Postal Code

Colleague Email

[Prev](#) [Save](#) [Save and Next](#)

CONTACT US

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Home

Applicant Portal

Home	My Applications	Pending Recommendation (3)	In Progress (3)	Complete (4)
Expired (1)	My Reviewing Assignments	My Profile	Log Out	

Reviewer Portal [Back to the Foundation's Website](#)

Welcome Elisha Reichling
Home
My Applications
Pending Requested Documents (3)
In Progress (3)
Complete (4)
Expired (1)
My Reviewing Assignments
My Profile
Admin Panel
Log Out

[Home](#) / [My Applications](#) / [Application](#)

International Affiliate of the Academy of Nutrition and Dietetics International Project Award

[Award Information](#) → [Criteria Screening](#) → [Applicant & Colleague Information](#) → **[Project Information](#)** → [Budget](#) → [Supporting Documents](#)

Name of Project

Provide a 150-word summary statement describing the purpose and expected outcomes of the project.

Word count: 0 / 150

Location(s) of Project

[Prev](#) [Save](#) [Save and Next](#)

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Home

Applicant Portal

Home	My Applications	Pending Recommendation (3)	In Progress (3)	Complete (4)
Expired (1)	My Reviewing Assignments	My Profile	Log Out	

Reviewer Portal [Back to the Foundation's Website](#)

Welcome Elisha Reichling	
Home	
My Applications	
Pending Requested Documents (3)	
In Progress (3)	
Complete (4)	
Expired (1)	
My Reviewing Assignments	
My Profile	
Admin Panel	
Log Out	

[Home](#) / [My Applications](#) / [Application](#)

International Affiliate of the Academy of Nutrition and Dietetics International Project Award

[Award Information](#) → [Criteria Screening](#) → [Applicant & Colleague Information](#) → [Project Information](#) → **[Budget](#)** → [Supporting Documents](#)

Budget Guidelines

Limitations on how funding can be used:

- Award payment will be made to the individual IAAND member with the stipulation and understanding that the individual will be participating in the project and will satisfy the terms and spirit of the award as defined by the criteria.
- The budget for the project can only include direct costs related to the project.
- The budget does not allow indirect costs (overhead).
- The budget does not allow funds for registration, transportation, housing, or per diem to present results at a professional conference (although travel for data collection is allowed).
- If funding for the project has been provided by another organization(s) prior to the granting of this award, IAAND requests that the recipient notify the other organization(s) of this award and abide by the rules and restrictions delineated by the other organization(s). If this award is not allowable according to the other organization(s), the IAAND will not be able to grant this award.

Important: If additional funding beyond the \$3,000 USD award is required, the budget should specify the source of the additional funding and letters of support indicating commitment for funding should be uploaded.

Personnel Cost

Personnel Individual Expenses & Justification

Expenses	Action
Expense: test Amount: 0 Funded by IAAND: No Justification: test	Edit Remove

Expense

Amount

Will this expense be funded by the IAAND award?

- Yes
 No

What will fund this expense?

Justification

Cancel Add

Supplies Cost

Supplies Individual Expenses & Justification

Expenses	Action
No Expenses have been added. Click on Add Expense below.	

Add Expense

Equipment Cost

Equipment Individual Expenses & Justification

Expenses	Action
No Expenses have been added. Click on Add Expense below.	

Add Expense

Computer Cost

Computer Individual Expenses & Justification

Expenses	Action
No Expenses have been added. Click on Add Expense below.	

Add Expense

Other Cost

Other (Please Specify) Individual Expenses & Justification

Expenses	Action
No Expenses have been added. Click on Add Expense below.	

Add Expense

Total Costs

List other sources of funding

If applicable.

Letter(s) of Support Upload

If additional funding beyond the \$3,000 USD award is required, letters of support indicating commitment for funding should be uploaded.

All applicable letters of support must be merged into a singular PDF file and uploaded below.

No file chosen

Prev

Save

Save and Next

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Home

Applicant Portal

Home	My Applications	Pending Recommendation (3)	In Progress (3)	Complete (4)
Expired (1)	My Reviewing Assignments	My Profile	Log Out	

Reviewer Portal [Back to the Foundation's Website](#)

Welcome Elisha Reichling	
Home	
My Applications	
Pending Requested Documents (3)	
In Progress (3)	
Complete (4)	
Expired (1)	
My Reviewing Assignments	
My Profile	
Admin Panel	
Log Out	

[Home](#) / [My Applications](#) / [Application](#)

International Affiliate of the Academy of Nutrition and Dietetics International Project Award

[Award Information](#) → [Criteria Screening](#) → [Applicant & Colleague Information](#) → [Project Information](#) → [Budget](#) → [Supporting Documents](#)

Please upload the supporting documents as PDFs in the file upload links below:

PDFs should be saved as "Candidate Last Name, First Name, File Name" (e.g. Smith, John, Project Plan)

Project Plan Upload

One document with your project title, summary statement, abstract, and Benefits of Collaboration table should be uploaded as a PDF file.

The summary statement must be no more than 150 words.

The abstract must include aims or objectives, brief description of the community, the need this project will fill, description of how project will be conducted (methodology), what will be measured to assess whether aims/objectives are met, and plans for dissemination (1000 word limit, double spaced).

The Benefits of Collaboration table must follow the formatting below:

Applicant's Qualifications and Skills related to the project	Collaborators Qualifications and skills (Complementary qualifications and skills related to project that complement the applicant's qualifications and skills)
<ul style="list-style-type: none"> (insert description of selected project specific qualifications and skills from resume) 	<ul style="list-style-type: none"> (Insert only project specific selected qualifications that are in addition to the applicant's qualifications and skills)

The Benefits of Collaboration table and Summary Statement are not included in the 1000 word limit.

No file chosen

Curriculum Vitae Upload

Please upload applicant's Curriculum Vitae.

No file chosen

Curriculum Vitae Upload

Please upload colleague's Curriculum Vitae.

No file chosen

I, the undersigned, certify that the statements contained within this application are true and complete to the best of my knowledge and accept, with any funding awarded, the obligation to comply with terms and conditions in effect at the time of the award. Please enter name below as signature.

Full Name

Electronic Signature

Date of Signature

[Prev](#) [Save](#) [Save and Finalize](#)

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