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### 1. Objectives of Program

The objectives of the ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine were set out in the following proposal, which was approved by ICLAS GB in 2014

#### Objective:

Training for veterinarians in the field of laboratory animal science and medicine is difficult to obtain in many regions of the world, particularly in areas with emerging economies where medical research is in developmental stages. For many veterinarians, the time and financial and personal cost of leaving employment and family to attend an established training program in a distant area presents too big an obstacle to overcome.

One option to minimize these concerns is a program of modular on-line classes combined with short visits to accredited training programs for experiential activities. There are several such programs in Europe and North America, and programs are being developed in other regions. These programs are recognized by groups such as FELASA, CALAM, and ECLAM, and provide official certificates of training or degrees upon completion. ICLAS seeks to make these programs accessible to veterinarians who live in areas without access to training, and who demonstrate a desire for this training but do not have the necessary funds for tuition and travel.

#### **Program**:

ICLAS has established a program to support veterinary training in laboratory animal science and medicine. ICLAS solicits applications from veterinarians seeking to participate in one of several specified training programs, listed at the end of this document. Other programs that meet the criteria may be added as they come to ICLAS' attention.

ICLAS will offer to pay 2/3 of the total funds needed; the applicant and/or his or her employer will be required to provide 1/3 of the costs. ICLAS will provide funds to cover tuition, travel, housing, and per diem expenses for participants in the program, to a maximum of €6,000.

ICLAS will actively seek support from foundations and companies engaged in our field or in educational philanthropy. ICLAS will partner with likeminded associations such as IACLAM to seek funding. Money received will be kept in a fund managed by the ICLAS Treasurer and disbursed directly to the training programs for specific participants selected by ICLAS.

### **Applicant qualifications:**

Veterinary degree. Desire to participate in laboratory animal science and medicine (employment in the field or some experience a plus). Statement of financial need. The applicant lives in an area in which training in laboratory animal science and medicine is not available. Statement of proficiency in the language in which the proposed course will be presented. Two letters of recommendation. A letter from the applicant's employer agreeing to allow the applicant the necessary time to complete the coursework, including travel, within the program's specified time period. In addition, a statement is required explaining how the applicant would make use of the training in his or her country, including sharing the knowledge with others. Finally, independent of ICLAS, each applicant will need to meet the qualifications of the specific training program to which he or she applies and be selected to participate by that program; a statement of acceptance from the program must be sent directly to ICLAS. Each candidate will agree in writing to complete the training within a specified time period, typically less than 3 years. (See current Application Form in Appendix 2 for current applicant qualifications)

### **Selection process:**

Applications will be accepted once or twice per year depending on funds available, January 15 and June 15. Applications will be available on the ICLAS web page and sent on-line. A selection committee composed of representatives from ICLAS, IACLAM, and others designated by the Education Committee will evaluate the applicants according to a numerical rubric, with points based on stated need, language proficiency, recommendations, and statement of how the training would be used (see Appendix 3 for current score sheet for applicant evaluation). Applicants must have already applied to the desired training program, and let the program know that they are requesting financial aid from ICLAS in order to participate. Applicants will be informed of the outcome within 30 days of the application due date. (See Appendix 4 and Appendix 5)

#### **Publicity**:

ICLAS will advertise the program on its website (see appendix 1 for current entry on ICLAS website) and through its member associations and affiliates, and regional committees. Persons

receiving the scholarships and completing the program will be featured (with their permission) in newsletters.

#### **Programs**:

Programs that meet the criteria for inclusion provide postgraduate training for veterinarians, are affiliated with a formal institution of higher learning (university, veterinary college, training institute), have a modular education format available on-line, may be completed within a short time frame (1 to 3 years), require only a limited time spent physically at the institution offering the program or affiliated with the program to complete hands-on training, provide a certificate or degree upon completion, and are recognized within the laboratory animal science community by national associations. Program requirements are designed so that completion is achievable for students currently employed in a full-time job. Additional programs may be added by approval of the ICLAS Governing Board. (See current Application Form in Appendix 2 for current approved programs)

### 2. Management of Program

**Task 1:** Announce call for applicants on ICLAS webpage, allowing a minimum of 8 weeks and make the deadline to receive applications very clear. See Appendix 1

**Task 2:** Chair of Education Committee establishes committee to evaluate applicants (see Task 5). The committee should comprise a minimum of 3 people, i.e., a representative from the GB Education committee, from AAALAC and from IACLAM.

Dear XXXX,

I am inviting you to serve on the evaluation committee for the ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine on behalf of (name of organization). The evaluation process is based on a numerical rubric, with points based on stated need, language proficiency, recommendations, and statement of how the training will be used. Additional information about the scholarship program may be found on the ICLAS website at <a href="https://iclas.org/iclas-scholarship-program-for-veterinarians/">https://iclas.org/iclas-scholarship-program-for-veterinarians/</a>. Please let me know by XXX (enter date) if you are able to assist.

Thank you for your consideration.

Sincerely,

XXXX

Chair, ICLAS Education Committee

**Task 3:** Confirm receipt of application forms and inform applicants of any omissions or if any of the documents are out of date.

The applications must be supported by two letters of recommendation and confirmation of acceptance into the applicant's chosen course. The application form and letters of recommendation must be dated after the date of the call.

If the application is in order, inform applicant that their application will be sent to the evaluation committee for consideration.

**Task 4:** Convert application form and supporting documents (i.e., two letters of recommendation and confirmation of acceptance into the applicant's chosen course) to pdf format and combine to create an application package for each applicant.

The application package should contain only the application form, two letters of recommendation and confirmation of acceptance into the applicant's chosen course. To avoid information overload for evaluators, do not include CVs, cover letters and certificates.

**Task 5:** The day after the deadline for applications, send application packages and score sheet for applicant evaluation (see Appendix 3) to each member of the evaluation committee asking them to return their evaluations by a specific date.

**Task 6**: On return of score sheets, sum scores to determine applicant with highest score.

**Task 7:** Confirm winner with Chair of Education committee and send letter to successful applicant as in Appendix 5, and to unsuccessful applicants as in Appendix 4.

**Task 8:** Chair of E&T Committee sends email to evaluation committee thanking them for participation and letting them know who received the scholarship.

Dear XXXX,

Thank you for serving as a member of the evaluation committee for the ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine. I am delighted to inform you that XXXX (name of applicant/s) from XXXX (name of country/ies) has/have been awarded the scholarship/s for XXXX (enter year). I deeply appreciate your time, effort and expertise in participating in the selection process.

Best regards,

XXXX

Chair, ICLAS Education Committee

Task 9: Send details of awardee to webpage administrator as in Appendix 6

**Task 10:** Update "Details of Awardees" as in Appendix 7.

**Task 11**: ICLAS Secretary General sends a letter on ICLAS letterhead by email to sponsors thanking them for their support and informing them of the awardee(s).

Date

Name

Title

Institution/Organization/Company

Address

Dear XXX,

XXXX (insert number of years since 2013) years ago, ICLAS launched a Scholarship Program to support the training of veterinarians in laboratory animal science and medicine. I am writing to thank you and the xxxx (name of institution/organization/company) for the generous \$XXXX donation that will allow ICLAS to continue this program. To date X (enter number) veterinarians from Pakistan, Argentina, Brazil, Iran, Thailand, Chile, Sri Lanka, Argentina and XXXX (add additional countries as appropriate) have availed themselves of this opportunity to further their education.

I am delighted to inform you that XXXX (name/s of applicant/s) from XXXX (name/s of country/ies) has/have been awarded the scholarship/s for XXXX (enter year).

XXXX (enter name of institution/organization/company) joins AAALAC, International, Charles River Laboratories Charter Program, International, the Canadian Association for Laboratory Animal Science (CALAS), the American Association for Laboratory Animal Science (AALAS), the American College of Laboratory Animal Medicine (ACLAM) and XXXX (enter names of any new sponsors) in supporting this scholarship program. ICLAS has also provided some portion of the funding. As an ICLAS Scholarship sponsor, your XXXX (institution/organization/company's) name will continue to appear as an ICLAS Scholarship sponsor on the ICLAS website with a link to your XXXX (institution/organization/company. (**For a new sponsor**, replace this sentence with the following: "As an ICLAS Scholarship sponsor, the name of your XXXX (institution/organization/company) will appear as a program sponsor on the ICLAS website, with a link to your XXXX (institution/organization/company).)

Our hope is that veterinarians who are trained via this program will improve the quality of research animal care and use, contributing to improve animal welfare and quality science. On behalf of ICLAS, many thanks for your support.

Yours sincerely,

XXXX

**ICLAS Secretary General** 

Task 12: If required by sponsors, complete awardee profile as in Appendix 8

Laboratory Animal Science and Medicine
Appendix 1: Current entry on ICLAS website for call for ICLAS Scholarship  Program for Veterinarians (as of December, 2020)
Program for Veterinarians (as of December, 2020).

ICLAS Policies and Procedures: ICLAS Scholarship Program for Veterinarians in

See this link for details:

https://iclas.org/iclas-scholarship-program-for-veterinarians/

#### INTERNATIONAL COUNCIL FOR LABORATORY ANIMAL SCIENCE

CONSEIL INTERNATIONAL DES SCIENCES DE L'ANIMAL DE LABORATOIRE

Established in 1956 under the auspices of UNESCO.

In official interaction with:

World Health Organisation (WHO) International Council of Scientific Unions (ICSU)

Council for International Organisations of Medical Sciences (CIOMS)

World Veterinary Association (WVA)



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Marcus Litman (CALAS, Canada)

INSTITUTIONAL

### **Appendix 2: Current Application Form**

Dear Colleague,

Thank you for your interest in the ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine.

Please note that applications for an ICLAS scholarship will only be considered if they satisfy the following criteria:

Qualifications: applicants must have a recognised degree in Veterinary Science.

**Residence**: applicants must live in an area without access to training and also lack the necessary funds for tuition and travel.

**Scholarship:** this scholarship will provide up to two-thirds of the costs for a maximum of 6,000 Euros per applicant. The applicant and/or the applicant's employer must pay the remaining one-third of the expenses, including the initial training module, to demonstrate commitment to completing the program and the ability to meet the academic and language requirements.

**Costs**: the costs covered by the scholarship include tuition, as well as travel, housing and daily expenses while attending one of the designated schools.

**Payments:** the scholarship is paid directly to the administration of the training programs; no funds are given directly to students.

**Programs:** the applicant must have already applied to, and been accepted by one of the designated programs listed in the application form below. ICLAS will ask for confirmation that the applicant has been accepted into the program as stated on the application.

**Selection process**: applications can be made at any time but are due no later than 15 January of each year. Applicants will be informed of the outcome within 30 days of the deadline.

**Letters of recommendation:** applicants must send two letters of recommendation with their application. One of the letters must be from the applicant's employer recommending the applicant and agreeing to allow the applicant the time away from work to complete the coursework and/or attend the practical sessions including travel, within the program's specified time period.

If you meet these criteria, please complete the application form below and return it together with two letters of recommendation to: laqnetwork@ICLAS.org

### INTERNATIONAL COUNCIL FOR LABORATORY ANIMAL SCIENCE

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Council for International Organisations of Medical Sciences (CIOMS)

World Veterinary Association (WVA)



MEMBERS	If you would like more information about the ICLAS Scholarship Program or have any
Arvind Ingle	queries about your application, please do not hesitate to contact me at:
(ACTREC, India)	laqnetwork@ICLAS.org
Nobuhito Hayashimoto (CIEA, Japan)	
( ) ( )	Yours sincerely,
	Ekaterina Rivera
	Secretary General

### Application to participate in the ICLAS Scholarship Program for Veterinarians in LAS and Medicine

Name:	Surname:					
Postal address:						
Email address:	Home telephone:					
Name of employer:						
Current job: Length of employment:						
Work address:						
Work telephone:						
Veterinary degree(s) and year(s) in which obtained:						
School at which veterinary degree was obtained:						
Please put a X in the box against the program you ha	ve applied for:					
On-line course with a practical component in N  Denmark: Master of Laboratory Animal Science www.life.ku.dk	icine (In affiliation with the University of Guelph, Canada) Mexico: www.open.uoguelph.ca ce, University of Copenhagen: and Welfare, Universitat Autonoma de Barcelona: ama-0 achen University: http://msc-lab-animal.com/					

### INTERNATIONAL COUNCIL FOR LABORATORY ANIMAL SCIENCE

CONSEIL INTERNATIONAL DES SCIENCES DE L'ANIMAL DE LABORATOIRE

Established in 1956 under the auspices of UNESCO.

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Council for International Organisations of Medical Sciences (CIOMS) World Veterinary Association (WVA)



Please state, in English, what motivates you to pursue this additional education in laboratory animal medicine								
(minimum 250 words; maximum 500 words)								
Would you be able to afford this training without sc	holarship aid?							
Do you agree to complete this training within 3 year	s of beginning the course of study?							
How will you use and share the knowledge from this	s training?							
Please provide proof or statement attesting to suffice	cient capability to read, write, and speak the language in							
which the course is offered:								
Name, title (Prof. Dr. Mr. Ms.) and contact details of	f the two people providing letters of recommendation in							
support of your application. One letter must be fron	n your employer confirming knowledge and support for							
you to complete this program, including the necessa	ary time away from work to complete the practical training:							
	Las ten							
Name and title:	Name and title:							
Postal address:	Postal address:							
E-mail: E-mail:								

## **Appendix 3: Score Sheet for Applicant Evaluation**

### **Score Sheet for Applicant Evaluation**

### **Instructions:**

Each candidate is scored on a scale from 1 (poorly qualified) to 10 (highly qualified).

Evaluators may vote once on each candidate and should enter scores for all candidates.

Name of Candidate:								
Country:								
Program applied to:								
Has a veterinary degree. Yes								
Is from a region lacking in opportunity for education in laboratory animal science.	Yes	No						
Would not be able to access this training without the financial support.	Yes	No						
Has provided evidence of language proficiency appropriate for program.	Yes	No						
Has agreed to complete program with specified time period.	Yes	No						
Employer supports candidate's training.  Yes								
		Score:						
For each of the following, score 0, 0.5, 1, 1.5 or a maximum of 2 points.								
Potential to make a significant contribution to teaching, research or organizational aspects of laboratory animal science in his or her country or region (score from 0 to 2 points).								
Stated reasons for wanting to complete the training (score from 0 to 2 points)								
Career goals described (score from 0 to 2 points).								
Knowledge gained would be used and shared (score from 0 to 2 points).								
Strong recommendations (score from 0 to 2 points).								
TOTAL SCORE (may not exceed 10 points).								

Name of eval	luator	
Date		

## **Appendix 4: Letter to unsuccessful candidates**

XXXX	
XXXXX	
XXX	
XXXX	
Date	
Dear XXXX,	
Further to your application for an ICLAS Scholarship grant for Veterinarians in Labora Science and Medicine, I regret to inform you that on this occasion we have been una	•

While the ICLAS Scholarship Committee was impressed by your application, as a result of limited resources we are unable to award grants to all applicants. However, please do not feel discouraged from applying in the next round, as we hope to encounter additional financial support for the scholarship program.

Yours sincerely,

you a grant.

XXXXXX

XXXX

Chair, ICLAS Education & Training Committee

## **Appendix 5: Letter to successful candidate**

xxxx
XXXX
XXXX
Date: xxxx
Dear XXXXX,
With reference to your application for an ICLAS Scholarship grant for Veterinarians in Laboratory Animal Science and Medicine, I am delighted to inform you that the ICLAS Scholarship Committee has approved a grant of €6,000 (six thousand Euros) toward the cost of your tuition for xxxxx (name of course).
The offer of this grant is subject to your agreement to the terms and conditions set out below. Please confirm your acceptance thereof by signing and dating the acceptance form below and returning this letter to me at info@iclas.org
Yours sincerely,
XXXXX
Chair, ICLAS Education & Training Committee
Terms and conditions for the provision of an ICLAS Scholarship grant for Veterinarians in Laboratory Animal Science and Medicine:
1. The grant is only to be used towards the costs of tuition, as well as travel, housing and daily expenses while attending (name of course)
2. The grant will be paid directly to the institution running the training program, and no money will be paid direct to the student.
3 No part of the grant will be released until the awardee has paid 1/3 of the cost of the program
(either paid by the awardee or his/her employer).
4. The student must not agree to any expenditure without prior agreement of the coordinator of the training program.
5. Students must complete their training within 3 years of beginning the course of study.
Acceptance Form
I, xxxxx (name of candidate), agree to the above terms and conditions.
Signature Date

## **Appendix 6: Program Awardees**

Program Year	Awardee	Country of origin
2014	Marina Snitcofsky	Argentina
2015	Muhammad Rafiq,	Pakistan
2015	Mariana Abreu,	Brazil
2016	Maryam Amini,	Iran
2017	Sarawoot Yama,	Thailand
2017	Claudia Delgado,	Chile
2017	Mangala Gunatilake	Sri Lanka
2018	Lucía de la Rosa	Argentina
2019	Luiz Cavalcanti	Brazil

## **Appendix 7: Details of Awardees, 2014 - present**

I	ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine: Details of Awardees, 2014 - present											
Name	Surname	City	Country	Veterinary degree obtained from	Year obtained	Course applied to	Call date	Amount of grant (Euro)	Source of grant	Male	Female	Total
										3	6	9
Marina	Snitcofsky	Buenos Aires	Argentina	Veterinary School, Buenos Aires University	2005	Master of Laboratory Animal Science and Welfare, UAB, Spain	June 2014	6,000	ICLAS, ACLAM, AAALAC		1	
Muhammad	Rafiq	Karachi	Pakistan	University of Agriculture, Faisalabad, Pakistan	2004	Certificate in Laboratory Animal Medicine – Guelph, Canada	June 2015	6,000	AALAS, AAALAC	1		
Mariana	Abreu	Rio de janeiro	Brasil	Federal Fluminese University, Brasil	2005	Master of Laboratory Animal Science and Welfare, UAB, Spain	December 2015	6,000	AAALAC (Harry Rozmiarek Memorial Scholarship)		1	
Maryam	Amini	Kerman	Iran	Shahid Bahonar University of Kerman, Iran	2016	Certificate in Laboratory Animal Medicine – Guelph, Canada	December 2016	6,000	AALAS, AAALAC		1	

Sarawoot	Yama	Chiang Mai	Thailand	Chiang Mai University, Thailand	2010	Certificate in Laboratory Animal Medicine – Guelph, Canada	December 2017	2,000	AAALAC (Harry Rozmiarek Memorial Scholarship)	1	
Claudia	Delgado	Valparaiso	Chile	Universidad de Chile	2009	Master of Laboratory Animal Science and Welfare, UAB, Spain	December 2017	6,000	AAALAC (Harry Rozmiarek Memorial Scholarship)		1
Mangala	Gunatilake	Etul Kotte	Sri Lanka	University of Peradeniya, Sri Lanka	1991	M.Sc. Laboratory Animal Science, Aachen University, Germany	December 2017	6,000	AAALAC (Harry Rozmiarek Memorial Scholarship)		1
Rosa	De la Rosa	Buenos Aires.	Argentina	University of Buenos Aires. (FVet-UBA)	2014	Master of Laboratory Animal Science and Welfare, UAB, Spain	December 2018				1
Luiz	Cavalcanti		Brazil		2004	Master of Laboratory Animal Science and Welfare, UAB, Spain	December 2019			1	

## **Appendix 8: Awardee Profiles**

2014 Awardee	ardees of the ICLAS Scholarship Program for Veterinaria  Note of thanks	Career details	Course Progress
	"I would like to express my deep gratitude to ICLAS and AAALAC for allowing me to do the Master in Science and Welfare of Laboratory Animals at the	Veterinary Degree: obtained in 2005 from Veterinary School, Buenos Aires	Course start date: September 2014  Duration of course: 3 years with 6
	UAB in Barcelona. Without this economic help, it would be impossible for me, as I live in Argentina, to	University .	compulsory attendance blocks, plus a 4 week placement in animal facilities and
	pay for the trips and the enrolment on this Master. This training is improving my knowledge of the field and generating important contacts with colleagues.	Current job: consultant in welfare, health, management and	end of course project which includes an original research paper published in an indexed journal.
	It has also opened a new job opportunity for me in Argentina, as I have been able to obtain a new post as a consultant in welfare, health, management and	experimental design in various public and private institutions	Progress as at October 2018: completed 5 of the 6 modules, plus 4
Dr Marina Snitcofsky, Buenos Aires, Argentina	experimental design in various public and private institutions. The course has also motivated me to speak at a number of academic events (conferences,	Sponsored LAS Training Program: Master of	week placement. Currently completing research paper.
Full grant: €6,000	workshops), which has filled me with pride and passion. Thanks again for giving me this opportunity and for helping Latin American professionals."	Laboratory Animal Science and Welfare, Autonomous University of Barcelona	End of course date: April 2019, on completion of Genetics module. (completion delayed due to birth of
		(UAB), Spain	son)

Awardees	Awardees of the ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine					
2017 Awardee	Note of thanks	Career details	Course Progress			
Dr Mangala Gunatilake, Etul Kotte, Sri Lanka	"It was a great opportunity for me to get selected for the veterinary scholarship awarded by ICLAS and for me to enrol as a student in the MSc course in Laboratory Animal Science conducted by the Aachen University, Germany. Without such financial support it is not possible for a person from the Asian part of the world to follow a recognized course in LAS. As a Trainer-of-trainees, the knowledge and skills that I will gain through this course will be very valuable in imparting knowledge and skills to juniors in Sri Lanka. I am really thankful to AAALAC and ICLAS for the opportunity provided".  October, 2018	Veterinary Degree: obtained in 1991 from University of Peradeniya, Sri Lanka.  Current job: Associate Professor in Physiology, University of Colombo, Sri Lanka.  Sponsored LAS Training Program: M.Sc. Laboratory Animal Science, Aachen University, Germany	Course start date: September 2018  Duration of course: 2 years with 4 compulsory attendance blocks  Progress as at October 2018: 8 webinars have been conducted on Ethics, Legislation and Biostatistics; now in first and second modules. Currently working on ethics assessment  End of course date: September 2020.			
Full grant: €6,000						

Awardees of the ICLAS Scholarship Program for Veterinarians in Laboratory Animal Science and Medicine					
2017 Awardee	Note of thanks	Career details	Course Progress		
Dr Sarawoot Yama, Laboratory Animal Center, Chiang Mai University Thailand  Partial grant of €2,000 for practical part of program	"Thank you AAALAC for your support of the ICLAS Veterinary Scholarship program which has helped me to cover the cost of training in the Certificate in Laboratory Animal Medicine with University of Guelph, Canada. I will use this training opportunity to learn and share my experience in the field of laboratory animal science as much as possible at my institution and in my country. Your support will be of great benefit to my work and also for animal welfare and well-being in future research.	in 2010 from Chiang Mai University, Thailand  Current job: Attending Veterinarian, Laboratory Animal Center, Chiang Mai University, Thailand  Sponsored LAS Training Program: Certificate in Laboratory Animal Medicine —Guelph, Canada	Course start date: 2016  Duration of course: 1 online theory course and 3 practical courses consisting of one week placements at regional training center.  Progress as at October 2018: completed and passed online course and planning to attend training center for practical component.  End of course date: Was September 2018, but completion date extended due to medical condition. Expects to complete course in the next 2 years.		