

**American Association of Professional Apiculturists
at American Honey Producers Association in Phoenix, AZ
January 11-12, 2019**

Extension Activities Award SUBMISSION GUIDELINES

Deadline for submission is midnight (U.S. Pacific Time), October 15, 2018

The goal of this award is to help support development of extension activities, outcomes of which are to be reported to the American Association of Professional Apiculturists either via written report or at the American Beekeeping Research Conference in 2020. While it is clear that extension and outreach activities are crucial for providing research-based education to stakeholders and public, extension educators usually have limited opportunities to apply for smaller amounts of money they sometimes need to successfully complete their activities. This is why AAPA will award **UP TO \$1000** to support purchase of supplies or for assistant salaries plus benefits for extension or outreach activities or development of extension and outreach materials. Travel will not be supported with this award. AAPA will award either one or multiple awards dependent on submitted applications (total amount disbursed for all awards will be \$1000).

Eligibility:

- You must have an appointment (can be a student, postdoc, faculty, etc.) at an accredited University or in a government laboratory within the US at the time of award application.
- The person applying does not have to have an extension appointment but they do need to be a **member of AAPA**.
- You do not have to attend ABRC to receive the award or present the activity, but you will need to submit a final report due to AAPA no later than October 1, 2019. In case you will attend ABRC in 2020 you will be asked to present on the activity for which you received the funds.
 - **Please note that the American Association of Professional Apiculturists does not provide funds for any institutional indirect costs.**

Awards will be evaluated based on:

- The scope and importance of the applicant's extension and outreach activity including:
 - The number of people to be reached by this activity
 - Different types of stakeholder/public audiences
- The applicant's full *Curriculum Vitae* and 1 letter of recommendation from a vested stakeholder group.

**Please submit a completed packet to Elina L. Niño at elnino@ucdavis.edu by the deadline.
Incomplete packets will not be considered.**

TITLE Page to include:

1. Full Name: Title, First, Middle, Last name, suffix
2. Position:
3. University/Institutional Affiliation:
4. Mailing Address:
5. Email Address:
6. Phone:
7. Specific Field of Interest:

In addition to the title page, all applications must contain the following four documents in **one single PDF document**. The PDF document should conform to standard margins (1 inch or 2.5 cm) and use only standard fonts with a font size no smaller than 11 point. **Please use your full name as the file name for the PDF document and include the same information in the Header of the document. Please number all pages following this convention 1/5, 2/5, etc.**

1. An estimated cost for the activity as well as the budget narrative. Please include any other funding (e.g., university or employer contributions) you have already secured or expect to have available.
2. A **full Curriculum Vitae** that includes education, employment history, list of publications, presentations, awards, current grants or scholarships, and any synergistic activities.
3. A **one-page Statement of Extension/Outreach Activity** to describe:
 - i. The proposed activity and how it will be conducted.
 - ii. The scope and importance of the activity that you propose to conduct.
 - iii. Which groups will the activity benefit the most.
 - iv. Numbers of people to be reached.
 - v. Expected outcomes from your activity
4. A **one-page** letter of recommendation in support of your application from a stakeholder group that will benefit from the activity. The letter should explain how the stakeholder partner will benefit from the activity.

Once you have completed this form, please attach your single PDF document (containing your title page, expense list, CV, Statement of Significance, and 1 letter of recommendation) to your email and send to elnino@ucdavis.edu.

For questions, contact Elina L. Niño at elnino@ucdavis.edu