

ADA-RPG Stipend Application

The ADA-RPG financially supports continuing education in the area of renal nutrition for RPG members as a member benefit. Before submitting this application, please read the policy and procedures that are attached. **Applicant must be a member of ADA-RPG for a minimum of 1 year prior to applying for a stipend.**

Please print or type application.

Applicant's Name: _____

ADA Registration #: _____ RPG Member? Y N Since: _____

Phone Number: _____
DAYTIME EVENING

Email address: _____

Mailing Address: _____

Program Title: _____

Program Date(s): _____

Is the program approved for ADA credits? _____ If so, how many? _____

How do you plan to travel to program? _____

Registration Fee for program: _____ Amount of \$ applied for from RPG _____

Do you have financial assistance from place of employment or others? _____

Have you applied for or accepted stipend funds from any other professional group for this same meeting? Y N If so, which group? _____

Briefly describe your objectives for the meeting _____

Do you have a paper to present? _____ if so, what is the topic _____

Mail to:

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**American Dietetic Association Renal Dietitians Practice Group
Stipends *for* Professional Education**

Policy

The ADA-Renal Practice Group supports continuing education in the area of renal nutrition as a RPG member benefit. Thus, the RPG will allocate funds on a yearly basis to assist members wishing to attend conferences of professional interest related to renal nutrition. The Executive Board will determine the amount of available funds yearly. The application and procedure will be printed periodically in the RPG newsletter, Renal Nutrition Forum, and be posted on the RPG website. Copies may also be obtained by contacting the Awards Chairperson.

1. The applicant must be a member of the ADA-RPG for at least one year prior to applying for a stipend. (Please note that current RPG elected and appointed Board Members are not eligible to apply for stipends)
2. A copy of the conference/meeting program must accompany the application.
3. The program must deal primarily with issues concerning the patient with chronic kidney disease or treatment of chronic kidney disease.
4. Only one stipend per person per two-year cycle is allowed.
5. National ADA and CRN meetings will qualify. International meetings will be considered.
6. Applications may be made retrospectively if applicants desire.
7. Individuals presenting original research or review papers may receive priority consideration.
8. Signed stipend contract must be returned to the Awards chairperson prior to meeting.
9. To allow equitable access to stipend funds for all RPG members, applications will only be accepted exclusively to this group. RPG reserves the right to deny stipend funds to members who have accepted stipends from other professional groups (i.e. NKF-CRN) for the same professional meeting. RPG also reserves the right to deny stipend funds.
10. Applicants that have been approved for stipends and then choose to not attend the conference will not be allowed to apply for future stipends if this occurs two or more times.

Procedure

1. Applicants will be awarded on a first come, first served basis and the RPG will review all applications.
2. ADA-RPG will award stipends which total up to \$1,500.00 per year, with a cap of \$500.00 per stipend per budget (membership) year.
3. Funds will be provided retrospectively.
4. Applicant will send completed application and a copy of the program to the Awards Chairperson.
5. The Awards Chairperson will notify the applicant of approval.
6. The applicant will return the signed contract to the Awards chairperson prior to meeting.
7. The applicant will summarize the assigned presentation(s) from the meeting and send the summary to the Award Chairperson and Renal Nutrition Forum editor no more than two weeks after the meeting. See general style guidelines for writing summary. **ALL REPORTS MUST BE SAVED AS A WORD FILE AND SENT VIA EMAIL OR ON DISC.**
8. The applicant will also send verification of meeting attendance and completed expense report with original receipts to Awards Chairperson. (If travel is via airplane-include boarding passes). We are unable to reimburse expenditures without original proof of payment.
9. Awards Chairperson will forward expense report to the treasurer once the presentation(s) summary is received from applicant.
10. The treasurer will send monies to applicant after all information is received. **RECEIPT OF MONEY BY THE APPLICANT MAY TAKE 6-12 weeks after submission of report.**