

# **The guide of ETALAST program application**

AFLAS Office accepts applications from AFLAS member associations and society at the end of every years. The guide of application is as follows;

## **The General Guide for AFLAS Supporting Program of Education and Training Activities for Laboratory Animal Science and Technology (ETALAST)**

Issued by the Committee of ETALAST of AFLAS

Aim of the program is to support the activities for training and education of laboratory animal science including techniques, animal welfare and experimental ethics in the member associations or society. This program was established at the AFLAS Council meeting held in Singapore in 2015.

1. AFLAS supports the programs of the activities held by AFLAS member associations or society from April 1st of the year concerned to March 31st of next year.
2. The program applied should be endorsed by the president of association or society which the applicant belongs.
3. The program supports travel expense of lecturer(s) or expert(s) for training and education activities of each association or society.
4. Total Number of programs supported is three for three member associations or society.
5. Total amount of grant per year is approximately 2,000 USD / 600-800 USD for each activity.
6. The term of accepting Applications is from January 1st to February 28th.
7. Activities adopted are decided by the Committee of ETALAS between March 1st and March 31st.
8. Requirements: The organizer shall announce the program adopted to the AFLAS member associations and society through AFLAS website, AFLAS e-mail by AFLAS Office and/or the website of the organizer. The organizer shall accept the participants from the AFLAS member associations and society.
9. Application and Report & Request of payment:

Two-step system for submission of forms, a form of application and a form of report & request of payment, is adopted for achieving AFLAS ETALAST program definitely.

  - 9-1. The first step; AFLAS accepts application forms. After discussion by the committee of ETALAST, AFLAS shall decide the ETALAST programs.
  - 9-2. The second step; AFLAS requires forms for a report & request of payment after performing the ETALAST programs selected. After the confirmation of the report, AFLAS shall carry out the payment.

10. The Committee of ETALAST consists of one representative from each member association or society and the Secretary-General of AFLAS.
11. The business of this program is conducted by the Secretary-General of AFLAS.
12. Two types of forms, application and REPORT & Request of Payment, are shown below.

#### Supplementary Provisions

This program was established at the AFLAS Council meeting held in Singapore in 2015.

This program was revised at the AFLAS Council meeting held in New Delhi in 2017.