

Office for Victims of Crime

Scholarship Program

Second National Sexual Assault Response Team Training Conference

The Office for Victims of Crime (OVC) is pleased to offer a limited number of *team scholarships* for the Second National Sexual Assault Response Team (SART) Training Conference. The conference will be held in New Orleans, LA on May 21–23, 2003.

What Is the Objective of the OVC Scholarship Program?

SART members are expected to work together, but rarely have the opportunity to train together. This scholarship program is intended to provide that opportunity by supporting the attendance of “complete” SARTs (as defined under “Who Is Eligible to Apply?” below) at the conference. The conference will provide a unique opportunity for teams to learn together, build new skills, and better respond to the needs of victims of sexual assault.

Who Is Eligible to Apply?

Scholarships are available for teams of four members who work together on a SART. To be eligible to apply, a “complete” team must include four out of the five following professionals: a law enforcement officer, a prosecutor, a victim advocate, a Sexual Assault Nurse Examiner (SANE) or other medical professional, and a crime lab analyst. No two team members can represent the same profession.

The following are some examples of eligible and ineligible teams.

Example 1

A team consisting of a law enforcement officer, a prosecutor, a victim advocate, and a SANE who work together on a SART.

Eligible. The team consists of four members, each representing one of the specified professions. No two members are from the same profession and all members work together on a SART.

Example 2

A team consisting of two SANEs, a victim advocate, and a prosecutor who work together on a SART.

Ineligible. This team includes two SANEs; as stated above, no two team members can represent the same profession.

Example 3

A team consisting of a SANE, a law enforcement officer, and a prosecutor who work together on a SART.

Ineligible. The awards are for teams of four, not three.

Example 4

A team consisting of a law enforcement officer, a prosecutor, a victim advocate, a SANE, and a crime lab analyst who work together on a SART.

Ineligible. The awards are for teams of four, not five.

Example 5

A team consisting of a prosecutor, a SANE, a victim advocate, and a crime lab analyst who are from different states and do not work together on a SART.

Ineligible. The team members must work together on a SART.

Incomplete teams or those not meeting the stated criteria will not be considered. Guided by the stated criteria, OVC reserves the right to approve or deny scholarship applications. ***Individual scholarships are not available.***

What Expenses Does the OVC Scholarship Program Cover?

Each team member will receive a scholarship to cover the conference registration fee, two nights of lodging at The Fairmont New Orleans (at a rate not to exceed the approved conference/government rate of \$139.00 per night), and applicable taxes on the cost of the lodging. Transportation, meals, and incidental expenses are not included. Scholarship funds will be available to a limited number of teams that meet the stated criteria. Scholarships are awarded on a “first-come, first-served” basis and are limited to available funds.

What Is the Application Process?

The following are the steps you should follow to apply for a scholarship.

- ▶ Assemble a team and select a team leader. The team leader will be the primary contact person for the scholarship process. This person should coordinate the completion of the application, ensuring that the information is accurate and complete; submit the application; receive a letter regarding the outcome (award, denial, or addition to the waiting list) of the application; and notify other team members of the outcome of the application. The team leader should also plan to distribute additional required forms (such as a scholarship acceptance form, reimbursement forms, or feedback forms) to team members, depending on the outcome of the team’s application. The appropriate forms, along with instructions for completing them, will be provided when each team is notified of the outcome of its application.

- ▶ Complete a scholarship application form (provided below). The application requires basic information about each team member, as well as a statement of support from each team member's supervisor.
- ▶ Mail or fax the completed application to:

OVC Training and Technical Assistance Center
ATTN: Jillian Modzeleski
10530 Rosehaven Street, Suite 400
Fairfax, Virginia 22030
Fax: (703) 279-4673

- ▶ Send your team's application early. Scholarship funds are limited and are available on a "first-come, first-served" basis.

Applications will be processed upon receipt. A letter will be mailed to each team leader within three business days of receiving her/his team's application. The letter will be either an award, a denial, or a notification that the team has been added to the waiting list (see "What Is the Deadline for Scholarship Applications?" below). Incomplete applications will not be considered and will result in a denial letter.

If My Team Is Awarded a Scholarship, How Will We Receive the Funds?

Scholarship funds are distributed as reimbursements *after* the conference. Scholarship recipients should register for the conference by downloading registration materials at www.sane-sart.com, and must use their own funds to pay the conference registration and hotel fees. After the conference, team members will be reimbursed for the costs of the conference registration fee; two nights of lodging at the designated conference hotel, The Fairmont New Orleans, at a rate not to exceed the approved conference/government rate of \$139.00 per night; and applicable taxes on the cost of the lodging.

To receive reimbursement, each team member will be required to submit receipts and a reimbursement form, and to provide feedback on a brief form about the scholarship program. Reimbursement checks for each team member will be mailed within 30 days of receipt of the completed reimbursement forms and feedback forms.

What Is the Deadline for Scholarship Applications?

Scholarship applications will be accepted between January 15, 2003 and May 20, 2003. Remember, scholarship funds are limited and are distributed on a "first-come, first-served" basis. Early application is encouraged.

Please note that the approved conference/government rate for lodging at the conference hotel may not be available after April 30, 2003. If a team receives a scholarship after April 30, 2003, team members will be responsible for paying any hotel fees over and above the approved rate.

Apply early to help ensure that your team can obtain lodging at the approved rate.

Once all funds are awarded, a waiting list will be maintained. Those on the waiting list will be placed in order of priority based on the date that their completed scholarship application was received. If a team that has been awarded a scholarship becomes unable to attend the conference, the next team on the waiting list will be awarded a scholarship and will be notified immediately.

What If My Team Becomes Unable to Attend the Conference After Being Awarded a Scholarship?

If a team that has been awarded a scholarship becomes unable to attend the conference, the scholarship award will be rescinded and redistributed to the next eligible team. This can be avoided by applying for a scholarship only if your team is fully committed to attending.

What If the Composition of My Team Changes After We Are Awarded a Scholarship?

Scholarships are awarded based on the composition of the team at the time of the application. If a team wishes to make changes to the composition of its membership (e.g., to remove one member and substitute another), a written request must be submitted by the team leader *before the conference*. The written request should be sent to the OVC Training and Technical Assistance Center (OVC TTAC) at the mailing address or fax number provided on page three of this application. The request will be reviewed and the team leader will be notified of its approval or denial. If the request is denied, the scholarship award may be rescinded. A team's award may also be rescinded after the conference if a team's composition has changed and the team leader failed to submit a request. Only one change per team will be considered. To avoid the possible loss of a scholarship, carefully consider the composition of your team. Be sure that each team member is committed to attending the conference.

Whom Do I Contact If I Have Questions About the OVC Scholarship Program or My Team's Application?

Please direct your questions to Jillian Modzeleski at OVC TTAC. Ms. Modzeleski can be reached by telephone at **1-866-OVC-TTAC**, extension 4674 or by e-mail at modzelej@calib.com. The mission of OVC TTAC is to make available comprehensive, quality technical assistance and training resources to victim service providers and allied professionals in an effort to increase our Nation's capacity to provide skilled, capable, victim-sensitive assistance to crime victims.

The organizers of the Second National SART Training Conference do not administer this scholarship program. While they can assist you with issues related to conference registration, they will be unable to answer questions regarding the scholarship application process.

Scholarship Application Form

Second National Sexual Assault Response Team Training Conference

Date:

Team Name:

Please assign your team a name. Make sure that all team members are aware of it and that it appears at the top of each page of this application. All scholarship information for each team will be tracked using this name.

Team Member Information

Please provide the following information for each team member:

Team Member #1 (Team Leader)

The team leader will be the primary point of contact during the scholarship process. For more information about this role, see the section on p. 2 entitled "What Is the Application Process?"

Name of Team Leader:

Name of Team Leader's Agency or Organization:

Street Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-Mail:

Choose *one*:

- Law Enforcement Officer
- Prosecutor
- Victim Advocate
- SANE/Medical Professional
- Crime Lab Analyst

Signature of Team Leader

Date

Team Name:

**Second National Sexual Assault Response Team
Training Conference**

SUPERVISOR'S STATEMENT OF SUPPORT

I, _____, have reviewed
Supervisor Name

the application prepared by _____, for a scholarship
Name of Team Member #1

to attend the Second National Sexual Assault Response Team Training Conference in New Orleans, LA on May 21–23, 2003. I concur in its submission to the Office for Victims of Crime Training and Technical Assistance Center. If awarded a scholarship, the above-named applicant has my full support in attending the conference.

Signature

Title

Telephone Number

Date

Team Name:

Second National Sexual Assault Response Team Training Conference

Team Member #2

Name of Team Member:

Name of Team Member's Agency or Organization:

Street Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-Mail:

Choose *one*:

- Law Enforcement Officer
- Prosecutor
- Victim Advocate
- SANE/Medical Professional
- Crime Lab Analyst

Signature of Team Member #2

Date

Team Name:

**Second National Sexual Assault Response Team
Training Conference**

SUPERVISOR'S STATEMENT OF SUPPORT

I, _____, have reviewed
Supervisor Name

the application prepared by _____, for a scholarship
Name of Team Member #2

to attend the Second National Sexual Assault Response Team Training Conference in New Orleans, LA on May 21–23, 2003. I concur in its submission to the Office for Victims of Crime Training and Technical Assistance Center. If awarded a scholarship, the above-named applicant has my full support in attending the conference.

Signature

Title

Telephone Number

Date

Team Name:

Second National Sexual Assault Response Team Training Conference

Team Member #3

Name of Team Member:

Name of Team Member's Agency or Organization:

Street Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-Mail:

Choose *one*:

- Law Enforcement Officer
- Prosecutor
- Victim Advocate
- SANE/Medical Professional
- Crime Lab Analyst

Signature of Team Member #3

Date

Team Name:

**Second National Sexual Assault Response Team
Training Conference**

SUPERVISOR'S STATEMENT OF SUPPORT

I, _____, have reviewed
Supervisor Name

the application prepared by _____, for a scholarship
Name of Team Member #3

to attend the Second National Sexual Assault Response Team Training Conference in New Orleans, LA on May 21–23, 2003. I concur in its submission to the Office for Victims of Crime Training and Technical Assistance Center. If awarded a scholarship, the above-named applicant has my full support in attending the conference.

Signature

Title

Telephone Number

Date

Team Name:

Second National Sexual Assault Response Team Training Conference

Team Member #4

Name of Team Member:

Name of Team Member's Agency or Organization:

Street Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-Mail:

Choose *one*:

- Law Enforcement Officer
- Prosecutor
- Victim Advocate
- SANE/Medical Professional
- Crime Lab Analyst

Signature of Team Member #4

Date

Team Name:

**Second National Sexual Assault Response Team
Training Conference**

SUPERVISOR'S STATEMENT OF SUPPORT

I, _____, have reviewed
Supervisor Name

the application prepared by _____, for a scholarship
Name of Team Member #4

to attend the Second National Sexual Assault Response Team Training Conference in New Orleans, LA on May 21–23, 2003. I concur in its submission to the Office for Victims of Crime Training and Technical Assistance Center. If awarded a scholarship, the above-named applicant has my full support in attending the conference.

Signature

Title

Telephone Number

Date