

# ILAM Scholarship Application Instructions

## INSTITUTE FOR LABORATORY ANIMAL MANAGEMENT SCHOLARSHIP

Funded by the LAMA Foundation

**INSTITUTE FOR LABORATORY ANIMAL MANAGEMENT (ILAM) May 3-7, 2026**

- Two Phase Program (5 days each year)
- Unique senior level college course
- Held annually in the spring
- This award was established to help defray the cost of attending the ILAM program. The amount of the stipend will cover the cost of registration, course material and travel expenses for a maximum of \$1,600.

### **Application Deadline – October 1 of the current year**

***Selection of the scholarship recipient is based on merit and financial need.  
Selection criteria include, but not limited to:***

Job Performance  
Academic Achievement Professional  
Involvement and Contribution  
Advancement Potential  
Financial Need

Only complete & on-time applications will be considered.

The application is online through this  
[link](#)

**Send complete supporting materials to:**

**Preferred Method: Email**  
[info@lma-online.org](mailto:info@lma-online.org) **OR**

LAMA  
C/O Christine Siebert  
1003 Bishop St  
Ste 2700  
Honolulu, HI 96813

Phone: 763.235.6465

## **Perspective ILAM Scholarship Applicants**

Applicants must be a current member of the Laboratory Animal Management Association or the American Association for Laboratory Animal Sciences. However, exceptions may be made for applicants who show a strong interest in pursuing education, training, or advancement in the field of laboratory animal science, or management but are not currently members of either of these organizations.

Applicants must provide the following information:

- A complete ILAM scholarship application form;
- A letter of recommendation from his/her supervisor **and** two other letters of reference;
- Current CV or resume;
- A letter of request stating why you would like to attend the ILAM program. This letter should include the goals and objectives the candidate wishes to achieve, and evidence that without financial support from the LAMA Foundation, the candidate would not be able to attend.

The LAMA Foundation Board of Directors or an ad hoc scholarship committee will review all applications. In the event of multiple qualified candidates, the LAMA Foundation Board will review and make granting decisions based upon the strength of the applications, letters of support, evidence of bona fide financial need and commitment to the program. The Foundation's selections are final, and all applicants will be notified accordingly.

## **Scholarship Awards**

The LAMA Foundation Board will begin reviewing applications on October 1 of the current year. The scholarship recipient(s) will be notified by November 1. The LAMA Treasurer/Secretary will submit tuition directly to ILAM/National AALAS on behalf of the Foundation and the scholarship recipient. Two first- year and two-second year scholarships will be awarded in the given year.

ILAM scholarship awards for each year of the course are outlined below. For all stipend expenses (travel, lodging and food), original receipts, along with an expense form must be submitted to the LAMA Treasurer or Foundation Chair. The expense form must be accompanied by written proof of completion of the course or certificate of attendance. Travel expense forms may be obtained from the LAMA Treasurer. *Applicants must resubmit a scholarship application for the second year of the ILAM course.*

Tuition: \$1150

Fixed Stipend: \$450

**MAXIMUM TOTAL AWARD: \$1,600**

The recipient(s) of LAMA Foundation Scholarship awards will be required to sign either a promissory note for advanced funds or submit the required travel/expense report forms. It is expected that recipient(s) use the award for the stated and approved purpose. If the recipient is unable to attend or does not complete the course, all funds will be returned the LAMA Treasurer. In the event the funds are not used for the approved and stated purpose, the LAMA Foundation reserves the right to investigate and pursue applicable legal action.

LAMA Executive Officers, Directors of the Foundation or their families are not eligible for scholarship awards.

After completing the ILAM program, award recipients will be highlighted on the LAMA web site and in the *LAMA Review* and are expected to prepare a short article for publication.

## ILAM References & Supporting Materials

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I have requested that the two persons listed below (neither of whom are my supervisor) submit confidential letters of support for this application directly to the email address below.

Name:

Position Title:

Work Phone:

Email:

Work Address:

City:

State:

Zip:

Name:

Position Title:

Work Phone:

Email:

Work Address:

City:

State:

Zip:

**Letter of Request:** The letter should state why you would like to attend the ILAM program. This should include the goals and objectives you wish to achieve and justification for requesting financial assistance.

**Curriculum Vitae/Resume:** Please include your most recent curriculum vitae.

I have made arrangements with my current employer so that I may attend (list year)  
ILAM program.

Date:

Typed name of Applicant:

**Deadline for applications and all supporting documentation is **OCT 1** of the current year.  
Late or incomplete applications will not be considered.**

**Preferred Method EMAIL:**

Email: [info@lama-online.org](mailto:info@lama-online.org)

Send to: LAMA  
C/O Christine Siebert  
1003 Bishop St  
Ste 2700  
Honolulu, HI 96813