

RVT Advancement Fund 2018



These FAQs are intended to answer questions for the RVT Advancement Fund 2018 application year.

1. What is this fund for?

This initiative was created to provide funds for RVTs who may want to pursue a specialist designation, an undergraduate or graduate degree, attend a conference, transition to a new aspect of animal health or for RVTs that require monetary support to engage in new initiatives related to the animal health care team. Applications will need to show how the funds will enhance the skills, goals or career development of the RVT, while benefiting the animal health community and supporting the goals of the OAVT.

2. Who is eligible to receive funds?

Only RVTs in good standing with the OAVT can apply and receive funds.

3. When can I submit an application?

Applications are accepted from May 1, 2018 to June 15, 2018 at 5:00 pm EDT.

4. What is the timeline for 2018?

- May 1 – June 15, 2018 at 5:00 pm EDT – Application Process Open
- September 30, 2018 – Recipients informed, cheques sent after this date
- July 15, 2019 – Report due to OAVT

5. Who can the reference letters be from?

The reference letters are to be from professional or educational sources only. No personal references (family, friends, etc.) will be accepted. Reference letters cannot be submitted by members of the RVT Advancement Fund Committee.

6. What do the reference letters have to say?

1. All three letters must be submitted as one file, not as three separate files.
2. There must not be any words or phrases that provide personal, business or geographical information. Please ask your referees to exclude names of people, places, towns or cities, regions, addresses and the name of your place of work. Please also ensure that there are no pronouns indicating gender.
 - i. Referred to as “identifiers” in the application form.
3. Referees should include their own names and qualifications, but not the name of the clinic, company or workplace.
4. Your referees should replace your name and any gender-specific pronouns with the phrase “the applicant” or “the candidate.”
 - i. Example: Instead of “Zena is a hard-working RVT, who takes initiative.” the letter can say “The applicant/candidate is a hard-working RVT...”

- ii. Example: Instead of “She/He makes every effort to encourage new grads to bring forward ideas for clinic improvement.” the letter can say “The applicant/candidate makes every effort...”

7. Will you contact my references?

Your references may be contacted to verify the information provided in the reference letter.

8. Why can't the body of the reference letter include identifiers such as my name?

The selection of applicants is done through an anonymous process in order to avoid any bias by the committee members. Identifiers will be blacked out before submission. Please do not include any more than requested.

9. How do I apply?

Log in to your member portal on the OAVT webpage (www.oavt.org), go to “Forms”, and then go to “RVT Advancement Fund 2018” and complete each section of the application.

10. Am I able to start the application process, and then come back to it later?

Yes, you can save a partially completed application. However, once you have submitted it, further changes cannot be made.

11. How are recipients selected?

An OAVT committee comprised of RVT members at large will receive all blinded (anonymous) applications. Each committee member will individually score each application and forward their evaluations to the committee chair. The committee will then hold a meeting to discuss the applications and select the recipients. The committee may contact references for more information in order to help them make their decisions. Applicants may also be contacted for follow up.

12. How will I know if I am selected as a recipient of funds?

You will receive a letter of confirmation of funds following the selection process after September 30th, 2018.

13. Will I be notified if I am not selected to receive funds?

All applicants who submit a completed application will receive a response to their application, regardless of whether they are selected to receive funding.

14. How often can I apply?

If you are not selected to receive funds, you can submit one application per year. Fund recipients can apply every 5 years.

15. What documentation is required to outline my financial need?

Include documents relating to the costs of your request. i.e. Registration fees, estimated travel costs, hotel or tuition fees etc. Also include a total amount of your requested funds *in Canadian dollars* where indicated in the application.

16. What if I cannot get exact costs for the event?

The Committee understands that exact costs may not be available when submitting your application. Therefore, you should try your best to get an accurate estimate – this may require

research on your part. For example, if you are attending a conference requiring an overnight stay, you could include the cost for last year's conference, and an estimate for a night's stay at a local hotel.

17. If I am selected as a recipient, when/how will I get my money?

For the 2018 application year, cheques will be mailed after October 1st, 2018.

18. Do I have to write a report or submit a presentation after completing my event/experience?

Yes, we require that once you have completed your event/experience you submit a report. This report may be used at the OAVT conference, in the RVT Journal or for other OAVT initiatives.

19. Can I keep the money awarded to me this year and use it next year?

No, the money is to be used for an event that takes place by June 30th, 2019. If the event is past this date, then you must apply in 2019 for funds.

20. What if the event is after June 30th, 2019?

If the event is after June 30th 2019, then you must apply for funds in 2019.

21. What does the term "blind application" mean?

This is also known as an anonymous application. Your personal information will be blanked out by a third party prior to being submitted to the Committee for evaluation. This allows the committee to make an unbiased opinion regarding the applications submitted by peers.

22. What happens if I have applied for funds for tuition, but am not accepted into the program?

You should not apply for funding until you have been accepted into your program.

23. How many people will receive funding each year?

The number of RVTs funded each year will depend on the number of applications received and the amount that each successful applicant is awarded.

24. Any tips for submitting my application?

The OAVT does not endorse the use of terms such as VT, Vet Tech, Veterinary Technician, Animal Health Technician or AHT, as they are not recognized in any OAVT/Ontario laws or regulations. Do not use such terms in your application and encourage your references to refrain from using them as well. The OAVT requests that you only use the credential *RVT* when referring to yourself or the profession.

25. Where can I get more information?

You can email RVTAdvancementFund@oavt.org to request more information. Questions that cannot be answered by OAVT staff, or through these FAQs will be sent anonymously to the committee for resolutions. As such, responses from the committee may take some time to be returned to the individual making the request.