

# **THE FORENSIC SCIENCES FOUNDATION, INC.**

## **BOARD OF TRUSTEES**



## **POLICY AND PROCEDURE MANUAL**

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## 1.1. PURPOSE OF *MANUAL* AND REVISIONS

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### 1.1.1. PURPOSE

This *Manual* sets forth the policies and procedures by which the officers and staff of the Forensic Sciences Foundation (the Foundation) conduct the business of the Foundation and discharge their responsibilities, as set forth in the Foundation Bylaws.

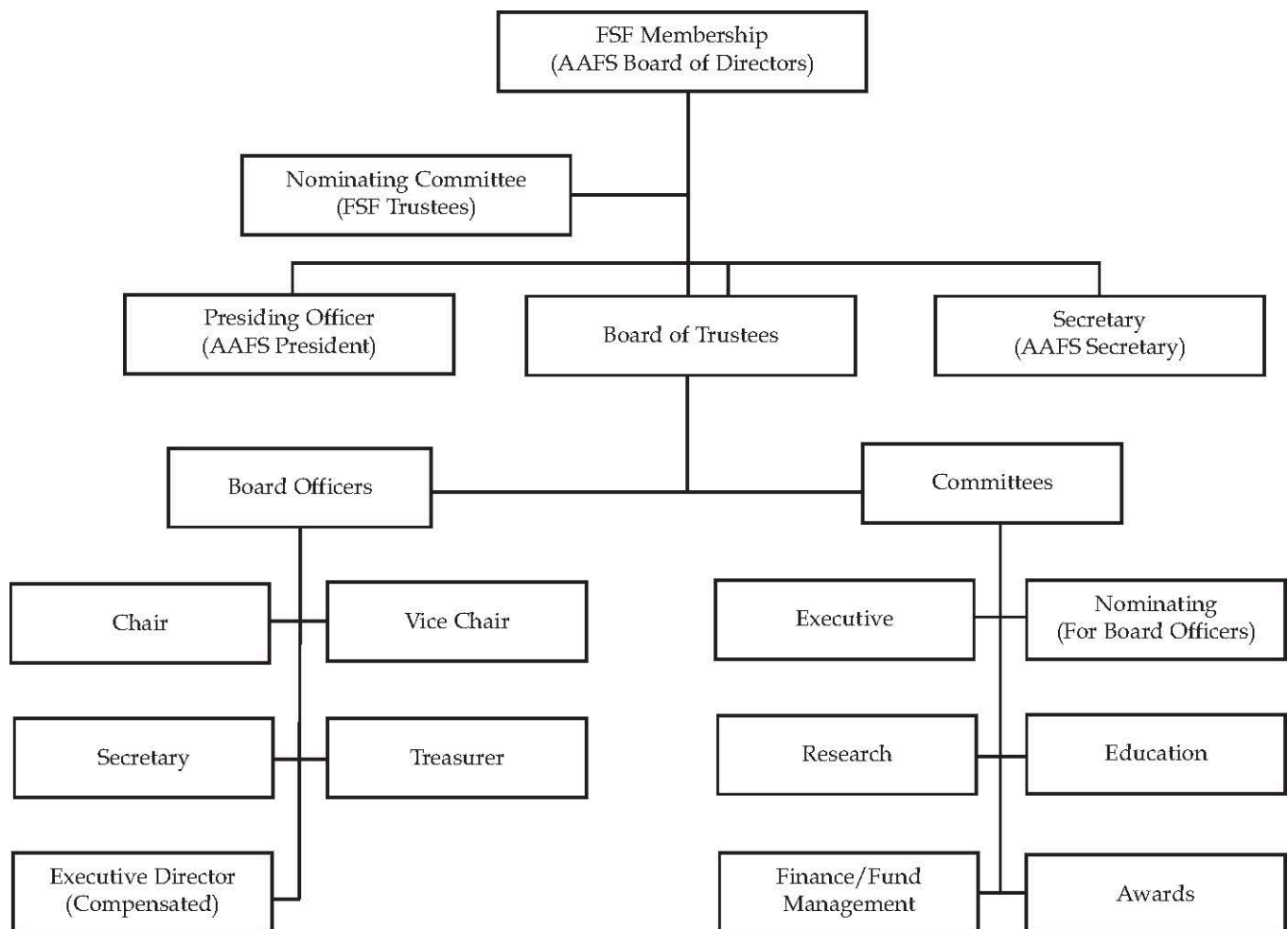
### 1.1.2. REVISIONS TO THE *MANUAL*

The Board of Trustees of the Forensic Sciences Foundation is the proponent body for this manual and as such must approve any revisions to it. Suggestions for changes to the *Manual* will be forwarded to the Secretary of the Foundation, with copy for information to the Executive Director of the Foundation.

## 1.2. ORGANIZATION CHART

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**FORENSIC SCIENCES FOUNDATION ORGANIZATION CHART**



## **1.3. PURPOSE AND VISION OF THE FORENSIC SCIENCES FOUNDATION**

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### **1.3.1. THE PURPOSE OF THE FOUNDATION**

To serve the membership of the American Academy of Forensic Sciences and the forensic sciences generally through the conduct, management, sponsorship, and coordination of research and educational activities for the betterment of the forensic sciences and their services to society. (FSF Bylaws Article II.)

### **1.3.2. THE VISION OF THE FOUNDATION**

The Forensic Sciences Foundation will be recognized, nationally and internationally, as a leader in the sponsorship, management, and conduct of research and educational activities in and for the forensic science profession, and through these activities, it will be acknowledged as a significant contributor to the advancement of the quality in the profession.

### **1.3.3. CONFLICTS OF INTEREST**

A member, trustee, officer, or committee member of the Foundation, when conducting their Foundation responsibilities, shall avoid conflicts of interest or the appearance of conflicts of interest.

A conflict of interest arises when a personal, business, or financial interest of the member, trustee, officer, or committee member may affect the objectivity of their actions on behalf of the Foundation.

All actual and potential conflicts of interest of FSF members shall be disclosed to all FSF members (i.e., the AAFS Board of Directors) and to any other relevant entity within the Foundation (i.e., the Board of Trustees) whenever a conflict or potential conflict arises.

All actual and potential conflicts of interest of trustees, officers, or committee members shall be disclosed to the FSF Board of Trustees and any other relevant entity within the Foundation (i.e., the affected committee) whenever a conflict or potential conflict arises.

If a conflict or potential conflict arises, the member, trustee, officer, or committee member shall refrain from voting on the subject affected by the conflict or appearance of a conflict, but may participate in discussions of the matter unless any member of the relevant board, section, or committee objects, and may be counted in determining the presence of a quorum.

If the recusal of the FSF member creates a situation where necessary action cannot be taken because the recusing party is the sole decision-maker or would be the deciding vote, the AAFS Board of Directors shall be notified and appropriate action taken by the Board of Directors to resolve the situation.

If the recusal of the trustee, officer, or committee member creates a situation where necessary action cannot be taken because the recusing party is the sole decision-maker or would be the deciding vote, the FSF Board of Trustees shall be notified and appropriate action taken by the Board of Trustees to resolve the situation.

## **1.4. FOUNDATION MEMBERSHIP**

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### **1.4.1. BASIC DECISION-MAKING AUTHORITY**

The Foundation shall have one (1) class of members that shall be comprised entirely of the Fellows of the American Academy of Forensic Sciences (hereinafter referred to as “AAFS” or the “Academy”) who have been elected to office and are serving as members of the AAFS Board of Directors.

#### **1.4.1.1. Qualifications**

Each member must be:

- A Fellow in good standing in the Academy.
- A member of the AAFS Board of Directors.

#### **1.4.1.2. Rights**

As herein after provided, the Members have the right to:

- Amend, alter or repeal the policies or adopt new policies.
- Elect or remove any member of the Board of Trustees.

### **1.4.2. INCLUSIVE DATES OF MEMBERSHIP**

The term of membership of each member of the Foundation shall begin at the conclusion of the annual meeting of the Academy at which elected to the AAFS Board of Directors. It shall end at the conclusion of the annual meeting of the Academy at which the individual leaves the AAFS Board of Directors or at the conclusion of the day when the individual’s membership on the AAFS Board of Directors is terminated, whichever is earlier. All rights, privileges, and interests of a member of the Foundation shall cease on the termination of membership therein.

### **1.4.3. RESIGNATION OR REMOVAL**

Any member of the Foundation who has resigned from or has been removed from the AAFS Board of Directors shall also cease to be a member of the Foundation.

### **1.4.4. VACANCIES**

Any vacancy that may occur in the membership of the Foundation by reason of death, resignation, or otherwise shall be filled in accordance with the Bylaws of the American Academy of Forensic Sciences.

## 1.5. FOUNDATION OFFICERS, MEETINGS, AND COMMITTEES

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### 1.5.1. OFFICERS AND TERMS OF OFFICE

#### 1.5.1.1. Presiding Officer

The president of the Academy shall serve as the presiding officer at meetings of the Members of the Foundation. He/she shall perform such duties as custom, parliamentary procedure, or the members may require. (FSF Bylaws, Article V., Section 1.)

#### 1.5.1.2. Secretary

The secretary of the Academy shall serve as the secretary of the Members of the Foundation. The secretary, in conjunction with the executive director of the Foundation, shall be responsible for the minutes of the members' annual meeting and any special meetings; shall give proper notice to the members of the time, place, and agenda of pending members' meeting; and shall perform such additional tasks as assigned by the members of the Foundation. (FSF Bylaws, Article V., Section 2.)

#### 1.5.1.3. Term of Office

The terms of office of the presiding officer and of the secretary shall begin when they assume the office of president and secretary, respectively, of the Academy and shall expire simultaneously with the end of their tenure as president and secretary, respectively, of the Academy.

### 1.5.2. MEETINGS OF THE MEMBERS

#### 1.5.2.1. Annual Meeting

There shall be an annual meeting of the Members of the Foundation during the month of February unless otherwise ordered by the presiding officer of the members. The annual meeting shall be for the discussion of matters relating to the affairs of the Foundation—to include recommendations to the Board of Trustees—for the election of members of the Board of Trustees and for receiving annual reports. No bylaw may be brought up for adoption, amendment, or repeal, and no disciplinary action against a trustee may be considered unless stated in a written notice of the meeting.

#### 1.5.2.2. Special Meetings

Special meetings of the Members may be called at any time by the presiding officer, or by a majority of the members upon notification to the presiding officer of the purpose, date, and place of the meeting.

#### 1.5.2.3. Meeting Notices

Written notice of a meeting of the Members of the Foundation shall be provided to the last recorded address of each member not less than ten (10) nor more than fifty (50) days before the date of the meeting. The notice shall state the place, day, and hour of the meeting and the purpose unless otherwise stated in the bylaws.



### **1.5.3. FOUNDATION COMMITTEES**

A Nominating Committee is required by the Foundation Bylaws to recommend a slate of nominees to serve as trustees of the Foundation. The presiding officer of the Foundation may appoint other committees as the need arises.

#### **1.5.3.1. Foundation Nominating Committee**

The presiding officer, with the consent of the members of the Foundation, shall appoint a Nominating Committee not less than three (3) nor more than six (6) months prior to the annual meeting of the members.

##### **1.5.3.1.1. Duties**

The Nominating Committee shall recommend to the members a slate of candidates to fill anticipated vacancies on the Board of Trustees occurring at the time of the annual meeting of the members. The slate of nominees should ensure that each section in the Academy is represented on the Board of Trustees. No trustee may serve more than two consecutive elected terms.

##### **1.5.3.1.2. Composition**

The committee shall consist of five (5) members selected from among the members, to serve from the date of appointment until the conclusion of the members' annual meeting at which their slate of candidate trustees is presented.

##### **1.5.3.1.3. Process**

The chair of the Nominating Committee will solicit recommendations from members of the Nominating Committee for nominations to fill anticipated vacancies on the Board of Trustees of the Forensic Sciences Foundation, occurring at the time of the ensuing annual meeting.

- The official nominations from the committee will be given to that person having a plurality of votes for each position. The slate of nominees will be forwarded in writing to the secretary and the executive director of the Foundation at least forty-five (45) days in advance of the annual meeting. The executive director will ensure the slate of nominees is distributed to the Foundation members for consideration at their annual meeting.
- Nominations for trustees may also be made from the floor during the members' annual meeting.
- The presiding officer of the members will notify the Board of Trustees of the results of the election of trustees before the annual meeting of the Board of Trustees.

## 2.1. BOARD OF TRUSTEES

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### 2.1.1. COMPOSITION

The Board shall be composed of not less than five (5) nor more than sixteen (16) trustees elected by the members of the Foundation. In addition to the elected trustees, the AAFS President and the President-Elect shall be members *ex officio* of the Board with the right to vote on all Board matters.

### 2.1.2. TERM OF OFFICE

With the exception of the two *ex officio* members of the Board, each trustee shall be elected for a four (4) -year term of office unless elected to fill the unexpired term of a departed trustee. Each elected trustee shall be eligible for re-election; however, no trustee may serve more than two (2) consecutive terms as an elected trustee, regardless of the length of the first term. No decrease in the total number of authorized trustees may shorten the term of office of any trustee. Trustees shall, at the conclusion of the meeting at which elected, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified, or unless they resign, are removed, or are otherwise unable to fulfill an unexpired term. The terms of office of the trustees shall be staggered over a four (4) -year cycle according to a plan of rotation established by the members of the Foundation.

### 2.1.3. DUTIES/AUTHORITIES

The Board of Trustees shall have supervision, control, and direction of the operational matters and research and educational programs of the Foundation and shall determine the policies within the limits of the bylaws. The Board shall have authority to approve the Foundation's annual budget and to disburse the Foundation's funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of its powers granted, appoint such agents as it may consider necessary. During their respective section annual business meetings, the trustees are also responsible for updating their respective sections on the activities of the Foundation, its fiscal status, as well as the availability of research grants, awards, and scholarships.

### 2.1.4. QUALIFICATIONS

Any person who is at least twenty-one years of age shall be eligible to serve as a trustee, provided that a majority of the trustees shall also be Fellows or Retired Fellows of the Academy.

### 2.1.5. RESIGNATION

Any trustee may resign at any time by giving written notice to the chair or the secretary of the Board of Trustees. Such resignation shall take effect on the date specified therein, or, if no date is specified, on the date of acceptance thereof as determined by the chair of the Board.

### 2.1.6. REMOVAL

The members of the Foundation may remove any trustee from office for cause after due process. Such removal is without prejudice to the trustee's contract rights, if any.

### 2.1.7. VACANCIES

Any vacancy that may occur on the Board of Trustees for whatever reason shall be filled for the unexpired term by the members of the Foundation.

**2.1.8. COMPENSATION OF TRUSTEES**

Trustees shall not receive compensation for their services as Trustees, but the Board may, by resolution, authorize reimbursement of reasonable expenses incurred in the performance of their duties as trustees. Nothing herein shall preclude a trustee from serving the Foundation in any other capacity and receiving compensation for such service.

## 2.2. BOARD OF TRUSTEES OFFICERS, MEETINGS, AND COMMITTEES

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### 2.2.1. OFFICERS

#### 2.2.1.1. Chair

The chair shall be the Chief Executive Officer of the Foundation. He/she shall preside at the meetings of the Board of Trustees and the Executive Committee. He/she shall be a member *ex officio*, with the right to vote, of all Board of Trustee committees. He/she shall make an annual report to the members of the Foundation on the status of Foundation operations and programs and shall provide such other reports as may be required by the Foundation members of the Board of Trustees. He/she shall perform such other duties as custom, parliamentary procedure, or the Board may require.

#### 2.2.1.2. Vice-Chair

The vice-chair shall be the second ranking officer in the Foundation. He/she shall perform such duties as the chair may assign and shall perform the duties of the chair in the absence or inability of the chair to act.

#### 2.2.1.3. Secretary

The secretary, in conjunction with the executive director, serving as an appointed assistant secretary, shall be responsible for the minutes of meetings of Board of Trustees and ensuring that the Foundation's *Policy and Procedure Manual* is current, as well as giving notice of all meetings of the Board, and shall perform or supervise the execution of such additional tasks as assigned.

#### 2.2.1.4. Treasurer

The treasurer, assisted by the executive director, serving as an appointed assistant treasurer, shall prepare the Foundation's annual budget and shall keep account of, make reports on, and safeguard the funds of the Foundation as provided by the Board of Trustees in accordance with accepted accounting methods and procedures. The treasurer shall annually cause a certified audit of the Foundation financial records to be prepared.

#### 2.2.1.5. Appointed Officers

The Board of Trustees may appoint an executive director and such additional officers of the Board as are necessary to ensure the proper management of Foundation affairs. Such appointments shall be for terms not to exceed three (3) years, but may be renewed. The executive director shall be appointed as assistant secretary and as assistant treasurer.

##### 2.2.1.5.1. Executive Director

The executive director will be a compensated professional management agent. The specific conditions of the executive director's contract, to include evaluation procedures and compensation, shall be determined by the Board of Trustees in furtherance of the best interests of the Foundation. The executive director shall be responsible to the Board of Trustees for the management and direction of all operations, programs, activities, and affairs of the Foundation, to include serving as the Foundation's Colorado Registered Agent in accordance with the provisions of CRS 7-22-104. The executive director shall attend all

member and Board meetings but shall not be a voting member thereof. The executive director will also serve as an *ex officio* member of the Finance/Fund Management Committee and administer Foundation research grants programs and endowment funds to include the following:

- Coordinator of the Lucas Grant and Field Grant solicitation efforts;
- Custodianship of all funds in the research grant programs;
- Fund distribution and utilization; and
- Record keeping and timely reporting.

## **2.2.2. MEETINGS**

### **2.2.2.1. Annual Meeting**

The Board of Trustees shall hold an annual meeting for the resolution of matters related to the responsibilities assigned to the trustees and for the election of officers. Unless otherwise ordered by the chair of the Board of Trustees, this meeting shall be at the time and place of the AAFS Annual Scientific Meeting.

### **2.2.2.2. Special Meetings**

Special meetings of the Board of Trustees may be called at any time by the chair of the Board or by a majority of its combined elected and *ex officio* trustees upon notification to the chair of the Board of the purpose, date, and place of the meeting.

#### **2.2.2.2.1. Telephone Conference Calls and Mailed Vote Meetings**

To facilitate the conducting of business between face-to-face meetings, telephone, or virtual conference calls or an emailed vote may be conducted as provided for in the FSF Bylaws.

Any and all actions taken in pursuance of a majority vote in either of these types of meetings shall be binding upon the Foundation in the same manner as would action taken at a duly called face-to-face meeting.

### **2.2.2.3. Meeting Notices**

Written notice of the Annual Meeting of the Board of Trustees shall be provided to each trustee not less than ten (10) nor more than fifty (50) days before the date of the meeting. The notice shall state the place, day, and hour of the meeting. The notice of the annual meeting of the Board need not specify the purposes of the meeting; however, any other meeting of the Board shall so specify.

## **2.2.3. COMMITTEES:**

There are six (6) standing committees of the FSF Boards of Trustees. The chair may appoint ad hoc committees or other standing committees as necessary for effective and efficient operation of the Board. The chair may also assign additional duties to any established committee.

### **2.2.3.1. Executive Committee**

#### **2.2.3.1.1. Composition and Authority**

There shall be elected annually by the Board of Trustees one member thereof who, with the chair of the Board, vice chair, secretary, and treasurer, shall constitute an Executive Committee to act for and on behalf of the Board on matters that require urgent action

between meetings of the Board, as a whole, and to accomplish other tasks specifically assigned by the Board. However, the Executive Committee may not take action to remove an officer of the Board.

**2.2.3.1.2. Meetings**

Meetings may be called by the chair of the Board or by three (3) members of the Executive Committee.

**2.2.3.1.3. Quorum**

Four (4) members of the Executive Committee shall constitute a quorum for the transaction of business.

**2.2.3.1.4. After Action Reports**

Action taken by the Executive Committee shall be reported to the full Board of Trustees as soon as practical and shall be recorded in the minutes of the Board.

**2.2.3.2. Board of Trustees Nominating Committee**

**2.2.3.2.1. Composition and Responsibility**

The chair of the Board of Trustees will appoint a chair and two (2) additional trustees to identify nominees for the elected officer positions on the Board (chair, vice chair, secretary, and treasurer). Officers may be re-elected to fill their own positions or other positions.

**2.2.3.2.2. Nominating Process**

- The chair of the Nominating Committee will, during each September of the current year, solicit recommendations from members of the Nominating Committee for nominations to fill each elected office on the Board of Trustees of the Forensic Sciences Foundation.
- The chair will collate those suggestions and, indicating frequency of each suggestion, redistribute those to all members of the Nominating Committee, soliciting their top two (2) preferences for each office. Those preferences will be circulated to members of the committee.
- The committee members will be asked to make a final selection for each office.
- The official nominations from the committee will be given to that person having a plurality of votes for each position. The slate will be forwarded to the executive director and secretary of the Board of Trustees of the FSF at least forty-five (45) days in advance of the annual meeting.
- Nominations may also be made from the floor at the annual meeting during the election process.

### 2.2.3.3. Education Committee

#### 2.2.3.3.1. Composition

The Education Committee will consist of a trustee chair appointed by the chair of the FSF Board of Trustees, a member of the FSF Board of Trustees, and at least three (3) AAFS members having expertise in different forensic science disciplines, selected by the chair of the committee.

#### 2.2.3.3.2. Responsibilities

The committee is primarily responsible for coordinating, overseeing, and administering FSF educational initiatives, including workshops to be presented at annual AAFS meetings, proceeds of which will benefit the FSF.

### 2.2.3.4. Awards Committee

#### 2.2.3.4.1. Composition

The Awards Committee will consist of six (6) sub-committees: the Emerging Forensic Scientist Award (EFSA) Sub-Committee, the Student Travel Grant Award Sub-Committee, the Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Award Sub-Committee, the Student Affiliate Scholarship Sub-Committee, the Warren-Young Scholarship Committee, and the Humanitarian and Human Rights Resource Center. Composition of each of these sub-committees is as follows:

- **The Emerging Forensic Scientist Award (EFSA) Sub-Committee:** Three (3) trustees. The sub-committee chair may identify other trustees or AAFS members at large to review select presentations in situations where the expertise necessary for a competent review of the presentation is outside the scope of the experiences of the appointed committee members. The FSF Executive Director and AAFS staff will assist the EFSA Sub-Committee in administering EFSA.
- **The Student Travel Grant Award (STGA) Sub-Committee:** Three (3) trustees. The FSF Executive Director and AAFS staff will assist the STGA Sub-Committee in administering STGA.
- **The Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Award Sub-Committee:** At least one trustee who shall serve as Chair of the committee along with at least three (3) but not more than five (5) persons, one of whom shall be a practitioner in the field of criminalistics. The aforementioned practitioner need not be a member of the American Academy of Forensic Sciences but may be so. The remainder shall be scholars who have full-time faculty appointments in the physical, biological, or engineering departments at institutions of higher education located and accredited by a recognized academic body in the USA that awards a Master of Science (MS) or Doctor of Philosophy (PhD) degree with a concentration in criminalistics or forensic science. The academic members of the Awards Committee will be selected by the Foundation from Active or Retired Members or Fellows of the American Academy of Forensic Sciences. One (1) member of the Awards Committee is to be chosen by a family member of Jan S. Bashinski, if such a family member is reasonably available and is willing to perform this function. The Foundation shall, at the request of the family, supply a list of proper practitioner and academic candidates from which this family selection may, but is not required to, be made. This provision shall lapse and become void in the year 2030, at which time the Foundation may dispense with contacting a family member and shall choose all of the members of the sub-committee.

- **The Student Affiliate Scholarship Sub-Committee:** The committee will be comprised of at least four (4) members and will be responsible for determining the number of scholarships to be awarded and the selection of the awardees. The committee will have at least one (1) member from the Criminalistics Section, one (1) member from the Anthropology Section, and a chair. The FSF Executive Director and AAFS staff will assist the Student Affiliate Scholarship Committee in administering the award. (See Appendix D)
- **The Humanitarian and Human Rights Resource Center (HHRRC) Grants Committee:** *Composition forthcoming late summer.*
- **The Warren-Young Scholarship Committee:** Four (4) members, including at least two (2) trustees, a member of the AAFS General Section, and a member of the AAFS Criminalistics Section appointed by the FSF Chair. The FSF Chair will appoint the committee chair.

#### 2.2.3.4.2. Responsibilities

Each sub-committee is responsible for the following as pertains to their respective awards:

- Determining, with input from the American Academy of Forensic Sciences (AAFS) Executive Director, whether or not an entrant/applicant meets the eligibility requirements.
- Notifying the entrants as to their acceptance in the competition.
- Judging the competition.
- Selecting and notifying the winners.
- Other responsibilities may be identified in the Administrative Procedures Sections of the Awards Descriptions, Section 2.2.3.4. in this manual.
- NOTE: The Jan S. Bashinski Criminalistics Graduate Thesis Grant Sub-Committee is also responsible for annually announcing grant competition.
- Reviewing grant proposals and identifying proposals to be funded.
- Sending notifications of grants and rejections of proposals to submitters.
- Monitoring compliance with conditions of grants through review of progress reports and taking appropriate corrective action if conditions of grants are not being followed (reminders, phase funding, recommending cancellation of all or part of a grant, etc.).

#### 2.2.3.4.3. Available Awards

##### 2.2.3.4.3.1. EMERGING FORENSIC SCIENTIST AWARD

###### 2.2.3.4.3.1.1. Description

An award to encourage individuals who are beginning their careers in the forensic sciences to participate in the scientific activities of the American Academy of Forensic Sciences (AAFS).

- The EFSA will be presented to the best presentation on any topic focusing on the reliability and validity of techniques, processes, or methods in a forensic area of the entrant's choice.
- The EFSA will cover the expenses of the recipient's attendance at the AAFS annual meeting following the meeting at which the presentation is made. Expenses will include registration, up to \$1,000 for airfare, lodging while in attendance at the annual meeting not to exceed five nights, and a \$75 per diem for up to five days.



- A commemorative plaque will be presented to the EFSA recipient at the AAFS annual business meeting following the meeting at which the presentation is made.

#### **2.2.3.4.3.1.2. Eligibility Requirements**

- Entrants must be either a Student Affiliate or Trainee Affiliate.
- All entrants must be within three (3) years of completion of formal training at the time the presentation is made. Formal training is defined as either enrollment in an undergraduate/graduate program in the forensic sciences or a training program within a forensic science laboratory. Entrants must provide proof of this requirement from a professor or laboratory director.
- In the case of multiple contributors to a presentation, only the presenter (the entrant) is eligible for the award. Substitute presenters will not be accepted after the application is submitted. The entrant should be the sole presenter of the paper.
- The decision of the Awards Committee is final and the amount of the award is firm.

#### **2.2.3.4.3.1.3. Administrative Procedures**

- Entrants must submit an abstract of the proposed presentation to the American Academy of Forensic Sciences (AAFS) Program Committee by August 1 of the year preceding the AAFS annual meeting at which the presentation will be made. The submitted abstract must be in compliance with the AAFS abstract criteria and must be clearly marked as an abstract submitted for consideration in the EFSA competition.
- The AAFS Program Committee is responsible for reviewing and accepting/rejecting the abstract by September 1 of the year preceding the AAFS annual meeting.
- The AAFS Program Committee will forward accepted abstracts identified for EFSA competition by November 1 of the year preceding the AAFS annual meeting to the AAFS staff determine membership eligibility. The Executive Director will coordinate this process with the FSF Education Committee Chair.
- Those abstracts meeting the eligibility requirements will be forwarded by December 1 of the year preceding the annual AAFS meeting to the FSF Education Committee Chair.
- By December 15 of the year preceding the competition, the FSF Education Committee Chair will inform in writing all successful entrants. Even though multiple abstracts may be submitted by one (1) presenter for the Program Committee's review, only one (1) may be designated by the presenter as an EFSA entry.
- The FSF Education Committee Chair will forward the abstracts and any supporting materials to the judges of the EFSA competition for their review prior to the annual AAFS meeting.
- Judging of each presentation will be by two (2) judges each of whom has some knowledge in the discipline (section) in which the presentation is made. Judges will use a standardized score sheet based upon established criteria (See Appendix A.).

- The Awards Committee will determine the winner of the EFSA competition by April 1 of the year of the competition. The FSF Education Committee Chair will inform the AAFS Executive Director of the winning entrant and an announcement will be made on the the *Academy Newsfeed*.

#### **2.2.3.4.3.1.4 Judges Evaluation Form and Judging Criteria**

(See Appendix A)

#### **2.2.3.4.3.1.5. Policy and Procedure Review**

The committee will review the policies, procedures, and criteria for judging the competition annually and will recommend changes to the chair of the Board of Trustees.

### **2.2.3.4.3.2. THE STUDENT TRAVEL GRANT**

#### **2.2.3.4.3.2.1 Description**

- Grants to assist a limited number of students with travel expenses associated with attending an American Academy of Forensic Sciences annual meeting.
- The yearly distribution and individual award amounts shall be established by the Board of Trustees at the February meeting.

#### **2.2.3.4.3.2.2. Eligibility Requirements**

- Prior Student Travel Grant award recipients are not eligible to reapply.
- The applicant must either be an AAFS member/affiliate or an AAFS applicant for membership. Applications for membership must be received and completed by the October 1 deadline.
- The applicant must have submitted an abstract by the August 1 deadline, either as a presenter or co-author for the annual meeting he/she will be attending.
- The applicant must be a fourth-year undergraduate or graduate student at an accredited four-year college, university, or professional school whose accreditation is acceptable to the FSF Board of Trustees. Those who have completed their terminal degree and are now pursuing internship, residency or fellowship positions are considered to be in the training phase, and therefore are not eligible.
- The applicant must submit a letter of recommendation from his/her advisor or professor. This recommendation is separate from any membership application requirements.
- The applicant must submit a 400-600 word essay explaining how attendance at an AAFS meeting will impact his/her career decision. The essay should include items such as forensic science specialty and other pertinent data related to his/her forensic science background and career objectives.
- The applicant must submit a curriculum vitae to include specifics regarding their involvement in forensic science and their current grade point average. If the grade point average is not applicable, please provide an explanation.

**2.2.3.4.3.2.3. Administrative Procedures**

- The availability of the Student Travel Award will be announced on the *Academy Newsfeed* and on the FSF website.
- Applicants must submit completed applications to the AAFS headquarters, marked for the attention of the executive director of the Forensic Sciences Foundation, on or before October 15.
- The executive director of the Forensic Sciences Foundation will validate eligibility and forward copies of the acceptable applications to the members of the Education and Awards Committee.
- The applications will be judged on a 100-point scale considering the Letter of Application, the Letter of Recommendation from the advisor or professor, the essay, and all of the criteria listed on the Judges Evaluation Form and Judging Criteria. (See Appendix B)
- The committee chair will send the names of the applicant(s) selected to receive a Travel Award to the executive director of the Forensic Sciences Foundation not later than November 1. The executive director will notify award recipients of their awards and the conditions of them not later November 15. This is to allow the student(s) sufficient time to arrange travel plans. The Executive Director will also ensure that the awards are acknowledged on the *Academy Newsfeed*.

**2.2.3.4.3.2.4. Judges Evaluation Form and Judging Criteria**

(See Appendix B)

**2.2.3.4.3.2.5. Policy and Procedure Review**

The committee will review the policies, procedures, and criteria for judging the competition annually and will recommend changes to the chair of the Board of Trustees.

**2.2.3.4.3.3. JAN S. BASHINSKI CRIMINALISTICS GRADUATE THESIS ASSISTANCE GRANT AWARD (JAN'S FORENSIC SCIENCE FUND – GRANTS)****2.2.3.4.3.3.1. Purpose of Jan's Grant Awards**

- To provide graduate students with assistance for completing their thesis or independent research project that is in fulfillment of a requirement for a graduate degree in criminalistics. The thesis or research project must be in the field of criminalistics.
- These grants are funded by The Jan S. Memorial Educational Grant Association and administered by the Forensic Sciences Foundation in accordance with an agreement between the Association and the Foundation. The agreement was proposed by the Association in December, 2004 and adopted by the Foundation in January 2005. (See Appendix C-1.)
- The FSF Board of Trustees will set the available budget at the annual meeting of the Board in February as follows: "After administration fees have been disbursed to the Foundation, 75% of the remaining accruing investment income or dividends will be set aside for the grant(s)." If there is insufficient investment income or dividends in a given year, then the award, as described below, will not be made. No grant awarded shall be in excess

of \$2,500 or less than \$500. Beginning in the award year 2008, this maximum and minimum shall be adjusted for inflation based on the consumer price index (CPI) for the previous year or a generally accepted method for adjusting for inflation. The Awards Committee may award more than one (1) grant in a particular year. The award recipient(s) will be selected by a majority vote of the Awards Committee, and it shall be the goal of the committee to make at least one (1) award a year. The Awards Committee has the discretion not to make an award in any given year. Reasons for this action include, but not limited to, the Awards Committee concluding that there are no acceptable applicants, there are no research proposals of sufficient merit, or there are insufficient funds available to make a meaningful award.

- Should there be sufficient funds available in a given award year, the Awards Committee may, in addition to the research grant amount, allot and set aside for the benefit of the recipient of the grant additional funds in an amount not to exceed \$1,200. Beginning in 2008, this amount can be adjusted based upon the CPI inflation rate or similar index as mentioned above. This additional amount will be used to cover travel and per diem expenses for the awardee to attend an American Academy of Forensic Sciences annual meeting. The purpose of this travel must be the presentation by the awardee of a platform paper pertaining to the completed research for which the awardee received his or her Jan's Forensic Science Fund – Grant. These additional funds shall be for reimbursement of expenses actually incurred and shall be documented by the awardee by submission of receipts acceptable to the Awards Committee and the Foundation's accounting office. In order for the awardee to receive reimbursement for the expenses incurred, the recipient must identify in the published abstract and in the presentation the fact that the research was supported by a grant from Jan's Forensic Science Fund – Grant.

#### **2.2.3.4.3.3.2. Eligibility Requirements**

- The applicant must be an AAFS Student Affiliate. The applicant must be a full- or part-time student completing his or her graduate degree requirements by conducting a research project at an educational institution accredited in the USA by a recognized academic body.
- The project must in the opinion of the Awards Committee make a significant scientific contribution to the field of criminalistics.
- No student is eligible for more than one (1) grant until at least six (6) years have elapsed since receipt of a previous Jan's Forensic Science Fund – Grant.

#### **2.2.3.4.3.3.3. Administrative Procedures**

- Jan's Forensic Science Grants will be administered in accordance with the guidelines set forth in the agreement between the Jan S. Memorial Educational Grant Association and the Forensic Sciences Foundation (See Appendix C).
- Grant competition will be announced annually.
- Grant proposals will be reviewed and proposals to be funded will be identified.

- Notifications of grants and rejections of proposals will be sent to submitters.
- Compliance with conditions of grants will be monitored through review of progress reports, and appropriate corrective action will be taken if conditions of grants are not being followed (reminders, phase funding, recommending cancellation of all or part of a grant, etc.).
- The applicants for the grant shall be required as a minimum to complete an application containing at least the following information below along with a grant proposal of at least three (3) but not more than six (6) double-spaced pages addressing the following five (5) areas:
  - Title
  - Introduction, background, and need for the research
  - Experimental procedure
  - Expected results and contributions to the scientific knowledge of criminalistics
  - How this grant will be of assistance to the applicant and/or the project
- The applicant must also supply his or her qualifications to conduct this research and a statement of financial need.
- The applicant must also submit curriculum vitae of no more than three (3) pages.
- A letter of recommendation from the student's mentor or major advisor must accompany the grant application.
- See Appendix C-3 for application.

#### **2.2.3.4.3.4 . Judging Criteria and Evaluation Forms**

(See Appendix C-2)

#### **2.2.3.4.3.5. Policy and Procedure Review**

Annually the committee will review the policies, procedures, and criteria for judging the competition and recommend changes to the chair of the Board of Trustees.

### **2.2.3.4.3.4. STUDENT AFFILIATE SCHOLARSHIP COMMITTEE**

#### **2.2.3.4.3.4.1 Purpose of the Student Affiliate Scholarship**

An award to stimulate greater participation of the Student Affiliate (SA) members by funding a limited number of SA member registrations for the annual AAFS meeting.

#### **2.2.3.4.3.4.2 Eligibility Requirements**

- Both the submitter and presenter must be a Student Affiliate.
- Eligibility is not dependent on the abstract's acceptance for the program.
- Oral and poster presentations are eligible for the scholarship.
- Academic faculty may be listed as a co-author, but may not be the submitting author or a presenter. The scholarship will be presented to the first named author on the paper.

- If more than one Student Affiliate Member is listed as a co-author on the paper, only one \$100 scholarship per paper will be given. The primary student author may choose to split the \$100 by sharing a portion of the award with the other author; however, AAFS will only provide funds to the primary author.
- Only the Student Affiliate Member whose name appears on the paper will be allowed to make the presentation if it is selected for the scholarship.

#### **2.2.3.4.3.4.3 Administrative Procedures**

- The abstract will be submitted to the AAFS in the usual way described by the deadline of August 1.
- The Student Affiliate must select (request) that his/her abstract be considered for the award competition. The abstract will be reviewable online by the FSF Student Affiliate Scholarship Committee.
- The Student Affiliate Scholarship Committee will review the abstracts with the criteria outlined in Appendix D.
- The committee chair will contact the appropriate program chairs for their input.
- The committee may require the assistance of any other members of the AAFS in an area of expertise needed to evaluate an abstract.
- The Student Affiliate Scholarship Committee will be solely responsible in the selection of the winning abstracts.
- The committee will notify the AAFS no later than October 25, and the Awardee notifications will be mailed by November 15.

#### **2.2.3.4.3.4.4 Judging Criteria and Evaluations Forms**

(See Appendix D)

#### **2.2.3.4.3.4.5 Policy and Procedure Review**

Annually the committee will review the policies, procedures, and criteria for judging the competition and recommend changes to the chair of the Board of Trustees.

#### **2.2.3.4.3.5. HUMANITARIAN AND HUMAN RIGHTS RESOURCE CENTER (HHRRC) GRANTS COMMITTEE** *Committee composition and responsibilities and grant criteria and timelines forthcoming late summer.*

#### **2.2.3.4.3.6. WARREN-YOUNG SCHOLARSHIP COMMITTEE**

##### **2.2.3.4.3.6.1 Purpose of the Committee**

This award is designed to encourage forensic science education at the middle and high school level.

##### **2.2.3.4.3.6.2 Eligibility Requirements**

Only middle or high school science teachers are eligible for the Scholarship Award. "Science teachers" include any teachers who teach at least one course per school year that is primarily focused on forensic science, chemistry, biology, physics, computer science, or engineering.

**2.2.3.4.3.6.3 Administrative Procedures**

- The application will be submitted to the FSF by May 1.
- The Warren-Young Scholarship Committee will review the applications following the criteria described in Appendix F.
- The Warren-Young Scholarship Committee will be solely responsible in the selection of the winning application.
- The committee chair will notify the scholarship recipient by June 1.

**2.2.3.4.3.6.4 Application and Judging Criteria**

(See Appendix F)

**2.2.3.4.3.6.5 Policy and Procedure Review**

Annually the committee will review the policies, procedures, and criteria for judging the application and recommend changes to the chair of the Board of Trustees.

**2.2.3.5. Research Committee****2.2.3.5.1. Composition**

The Research Committee will consist of a trustee chair appointed by the chair of the FSF Board of Trustees and three (3) additional trustees appointed by the chair of the committee. Other trustees or AAFS members at large will be identified by the committee chair to review select grant proposals in situations where the expertise necessary for a competent review of the proposals is outside the scope of the experiences of the appointed committee members. The FSF Executive Director and AAFS staff will assist the Research Committee in administering FSF research grants.

**2.2.3.5.2. Responsibilities**

The Research Committee is responsible for the administration of Lucas and Field Research Grants to include the following:

- Annually announcing grant competition.
- Reviewing grant proposals and identifying proposals to be funded (within grant limits and budget constraints set by the Board of Trustees).
- Sending notifications of grants and rejections of proposals to submitters.
- Monitoring compliance with conditions of grants through review of progress reports and taking appropriate corrective action conditions of grants that are not being followed (reminders, phase funding, cancellation of all or part of a grant, etc.).
- The Research Committee may be assigned additional duties as determined by the FSF Board of Trustees.

**2.2.3.5.3. Available Grants**

There are two research grants available to AAFS members or affiliates: Field Grants and Lucas Grants. They are funded through the FSF Endowment Fund and differ in level of available funding. Field Grants are awarded for amounts up to and including \$1,500. Lucas Grants are awarded for amounts from \$1,501-\$6,000. The FSF Board of Trustees will determine the available budget for each type of grant at the annual meeting of the Board in February.

**2.2.3.5.4. Purpose of Grants**

The purpose of the research grants is as follows:

- Field Grants (up to and including \$1,500) are intended to help the investigator/researcher initiate original problem-oriented research.
- Lucas Grants (\$1,501-\$6,000) are intended to help the investigator/researcher in original in-depth, problem-oriented research

**2.2.3.5.5. Announcing Grant Competition**

- FSF Trustees will announce available grants at their respective sections' annual business meetings.
- The FSF Executive Director will ensure that an announcement of the availability of current year research grants is placed on the *AAFS Academy Newsfeed*. These announcements will be in place not later than March 15 of each year. The announcements will note the following:
  - The purpose of each grant, as in 2.2.3.5. 3.1 and the grant evaluation criteria listed in 2.2.3.5.7

**2.2.3.5.6. Grant Review Process**

- The FSF Executive Director will ensure that the grant proposals received at the Academy on or before June 15 are reviewed for completeness, collated, and forwarded to each member of the Research Committee on or before July 1.
- The chair of the Research Committee will ensure that each member of the committee has a copy of the current evaluation criteria for Field and Lucas Grants prior to July 1. See Section 2.2.3.5.3.4.
- Committee members should complete their reviews and forward their prioritized evaluations of the proposals, complete with recommended levels of awards and appropriate comments to support their recommendations, to the chair of the committee so as to arrive not later than September 1. They should also note situations where it appears that the expertise necessary for a competent review of the proposals is outside the scope of the experiences of the appointed committee members.
- In situations where the expertise necessary for a competent review of the proposals is outside the scope of the experiences of the appointed committee members, the committee chair will seek assistance from other trustees and/or if necessary from other Academy Members or Fellows at Large.
- The goal of the committee is to have a consensus position on the awards not later than October 1, so that they can be announced on the *Academy Newsfeed*.
- The chair will develop the consensus position on the awards using input from the other committee members and any select reviewers used to support the evaluation process, coordinating with them as necessary to achieve a consensus. The consensus results of the committee deliberations, along with appropriate letters notifying applicants of awards or rejections, will be forwarded to the FSF Executive Director on or before October 1. Copies of documents forwarded to the executive director will be provided to each committee member.



### 2.2.3.5.7. Field and Lucas Grant Evaluation Criteria

- The following criteria will be considered in evaluating proposals for both Field and Lucas Grants. Any proposal not adhering to these criteria or missing any of the required elements will be disqualified.
- An abstract not to exceed three (3) pages for Field Grants or five (5) pages for Lucas Grants. Abstracts must contain a well-developed title and the research question. Research must be creative and unique. Research conducted as a follow-up to a previous study is discouraged. Issues related to the use of live humans or animals as research subjects must be dealt with explicitly in the proposal. Similarly, your plan for accommodating any issue related to privacy, appropriate permissions, and the harvesting, transport, or disposal of human tissues or body fluids must be included. FSF Lucas and Field Grant proposals on the same subject, differing only in scope and budget, may not be submitted by the same investigators in the same year. The page limit pertains to the abstract only; the following criteria are not included in the page limit.
- A brief (no more than two pages total) literature review of not more than ten references pertinent to the subject of the research. There is a strict ten literature review reference limit for this proposal. Do not include additional references anywhere in the application, including at the end of the abstract. Any proposal exceeding the ten references limit will be disqualified. Do not include a reference cited page.
- A detailed budget that categorizes acceptable budget line items – 1) consumables, 2) research travel, 3) equipment, and 4) meeting travel. The grant is intended to pay for direct research costs only. Funding requests may include consumable product purchases and research-related travel expenses, to include room and board while conducting the research (up to \$500 for Field Grants and up to \$1,000 for Lucas Grants), necessary equipment purchases (up to \$1,000 for Field Grants and up to \$5,000 for Lucas Grants), and up to \$300 may be appropriated for travel to the AAFS annual meeting. Funding requests may not include bibliographic preparation, routine agency operations/university operations, compensation for survey participation (i.e., gift cards), or salary of investigators/researchers or assistants. Applicants must disclose if funding for this project is being sought from other/additional sources.
- A timetable and a specific plan for dissemination of results. The dissemination plan and timetable must be compatible with the annual schedule of the American Academy of Forensic Sciences and its meeting date in February. The grants are awarded in the late fall; presentation will be at the meeting in two years. Example: If the grant request is submitted in 2021, and awarded in late 2021-22, the presentation cannot be made until the 2023 meeting or (if two years in length) at the 2024 meeting.
- Disclosure. Applicants must disclose current or previous FSF research grants awarded to any of the investigators.
- CVs from all involved. One investigator, preferably the principal investigator, must be an affiliate or member of the AAFS. The CV for each investigator must be no longer than 3 pages that include educational background, relevant work experience, and relevant publications for the proposed research. Any proposals with CVs longer than 3 pages will be deemed ineligible and will be disqualified from consideration.

All submissions must be received and completed by June 15. All research proposals must be submitted by the individual conducting the research. If a proposal is submitted for funding of a master's thesis, the proposal must be submitted by the student, NOT by the academic advisor or other academic supporter. Submissions that do not meet the aforementioned requirements or deadline will be automatically disqualified.

#### **2.2.3.5.8. Grant Monitoring**

The Research Committee, assisted by the FSF Executive Director, will monitor each award for compliance with the conditions of the award. The key task is to maintain a firm set of progress report dates for each grant project. If the required report is not forthcoming, the researcher will be contacted immediately. Failure to submit progress reports is justification for cancellation of the award. Upon submission of the final progress report, the grant recipient will be advised that remaining funds of \$600 or more must be returned to the FSF. Progress reports will be made available to the committee members.

#### **2.2.3.5.9. Report Monitoring**

The Research Committee, assisted by the FSF Executive Director, will monitor presentation and publication of the results of research efforts and take appropriate action to ensure compliance with the award conditions associated with the dissemination of the research results. Grant recipients are encouraged to submit their research results to the *Journal of Forensic Sciences*.

### **2.2.3.6. Finance/Fund Management Committee**

#### **2.2.3.6.1. Composition**

The committee shall consist of the Treasurer of the Forensic Sciences Foundation Board of Trustees and two additional trustees appointed by the chair of the Board. The appointed members will serve a one-year term. Additionally, the executive director, as Assistant FSF Treasurer, and the AAFS Finance Manager will serve as *ex officio* members of the committee.

#### **2.2.3.6.2. Responsibilities**

The committee is responsible for managing the operational budget, the Endowment Fund of the Forensic Sciences Foundation, and the Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Fund in accordance with Section 2.3 of this manual. In meeting these responsibilities, the committee will review the FSF monthly financial statements, continually evaluate the financial health of the FSF, make recommendations regarding the FSF investment objectives and goals as needed, and identify areas within the financial structure of the FSF that may require a change in management practices. The committee chair will ensure that the chair of the Board of Trustees is informed in a timely manner regarding issues of concern and results of committee efforts in response to tasks assigned by the Board. The treasurer will provide an annual report to the FSF Board of Trustees on behalf of the committee.

#### **2.2.3.6.3. Administrative Process**

- The FSF Chair and Treasurer will receive a monthly financial statement of the FSF. The documents should be reviewed, noting significant discrepancies between the current year and the prior year. Questions or concerns should be directed to the FSF Executive Director or the AAFS Finance Manager.
- In addition to the monthly financial statements, the FSF investment portfolio, including those investments associated with the Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Fund, shall be monitored on a regular basis. Recommendations regarding investment goals and objectives shall be made to the Board of Trustees as needed.

- The committee will prepare an annual statement of income, donations, and expenditures for the Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Fund for the Board of Trustees to forward to the Bashinski family, at least through the year 2030.
- Prior to the FSF Board of Trustees annual meeting, the FSF Treasurer shall convene with the AAFS Finance Manager and review fiscal status of the Foundation. A Finance Committee Report and Treasurer's Report, to include a proposed annual budget and any other pertinent financial management recommendations within the purview of the committees' duties, shall be presented to the Board of Trustees during its annual meeting.
- FSF Trustees shall provide an FSF financial status update to their respective sections during the annual business meetings.

## **2.3. FINANCIAL MANAGEMENT**

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### **2.3.1. INCOME AND EXPENDITURES**

Funds for meeting the expenses of the Foundation shall be raised through gifts, grants, income from investments, and the collective efforts of the members, trustees, and staff of the Foundation. No financial obligations of the Foundation may be incurred by anyone or any group except upon the prior authorization of or allocation of funds by the Board of Trustees. All disbursements shall be made by the treasurer, or by the executive director, serving as an appointed assistant treasurer.

### **2.3.2. ANNUAL CERTIFIED AUDIT**

Under the direction of the treasurer, an annual audit of the Foundation's financial records shall be made by a licensed public accountant. Said audit shall be delivered to each member of the Foundation and to each member of the Board of Trustees prior to the annual meeting of the members of the Foundation.

### **2.3.3. FISCAL YEAR**

The fiscal year of the Foundation shall commence on the first day of July and shall end on the thirtieth day of June.

### **2.3.4. INDEMNIFICATION**

The Foundation may, by resolution of the Board of Trustees, provide for indemnification by the Foundation of any and all of its trustees or officers or former trustees or officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties or a party, by reason of having been a trustee or officer of the Foundation, except in relation to matters as to which such trustee or officer or former trustee or officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

### **2.3.5. ENDOWMENT FUNDS**

#### **2.3.5.1. The Forensic Sciences Foundation Endowment Fund**

This fund was established on February 20, 1990, pursuant to a resolution of the Board of Trustees of the Forensic Sciences Foundation (hereinafter, the "Foundation").

##### **2.3.5.1.1. Purpose of the Forensic Sciences Foundation Endowment Fund**

The Forensic Sciences Foundation Endowment Fund was established for the purpose of managing and controlling the disposition of all charitable donations that are made to the fund by means of will, deed, grant, conveyance, agreement, memorandum, or other governing document. Except as otherwise restricted in the applicable gift instrument, said donations shall be managed and disposed of as provided herein. The purposes and uses to which this fund shall be applied shall be within the purpose of the Foundation as set forth in the Articles and Bylaws of the Foundation. Notwithstanding the foregoing, no disposition of the income or principal of the fund shall be made that may, in the opinion of counsel for the Foundation, jeopardize the Federal income tax exemption of the Foundation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as now in force or afterwards amended.

**2.3.5.1.2. Funding of the Forensic Sciences Foundation Endowment**

In consideration of the transfer, assignment, and delivery to them of any property, the Board of Trustees declares that it, its successors and assigns, will accept and hold said property and any other property that may be assigned, conveyed, or granted to it, from time to time, hereafter for the purposes hereof as an endowment fund, upon the terms and conditions set forth herein. However, no gift, bequest, or devise of any property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of the income or its principal to any person or organization other than the Foundation or for other than the charitable purposes of the Foundation as set forth in the Articles and Bylaws of the Foundation, or as may in the opinion of counsel for the Foundation, jeopardize the federal income tax exemption of the Foundation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as now in force or afterwards amended. All property given, bequeathed, or devised to the fund, unless otherwise lawfully restricted by the donor or testator, shall be mingled with other property of the fund and be held and administered as a single fund.

**2.3.5.1.3. Income**

Subject to the terms of any applicable gift instrument, the net income of the fund may be used for funding forensic science research or education, as determined in the annual budget approved by the Board of Trustees. Any unused income may be added to principal at the end of the fiscal year.

**2.3.5.1.4. Principal**

Subject to the terms of any applicable gift instrument, it is the intent of the Board of Trustees not to invade the principal of the fund.

**2.3.5.1.5. Designation of Gifts**

Gifts, donations, bequests, and devises shall bear such name or designation as the donor or testator making the same shall direct or require. At the discretion of the Board of Trustees, a permanent designation of real property or other memorial may be established so as to give recognition of the generosity of such donor or testator.

**2.3.5.1.6. Changes of Special Purpose Designations**

The restrictions upon any gift, donation, bequest, or devise shall be observed in perpetuity unless the Board of Trustees obtains the written consent of the donor to release the restrictions, or obtain a court order as provided in the Uniform Management of Institutional Funds Act as enacted by the State of Colorado and as amended after the execution of this Agreement. (C.R.S. s 15-1-1101 et seq.)

**2.3.5.1.7. Grants**

Except as otherwise prohibited by any applicable gift instrument, the Fund Management Committee may exercise the following powers in managing the fund: to hold, retain, invest, reinvest, and manage without diversification as to kind, amount, or risk of non-productivity in reality or personally and without limitation by statute or rule of law; and to partition, sell, exchange, grant, convey, deliver, assign, transfer, lease, option, mortgage, pledge, abandon, borrow, loan, contract, hold in nominee form, carry out agreements, establish reserves, release powers and abandon, settle, or contest claims. Any member of the Fund Management Committee who has a personal interest in any matter concerning the fund shall abstain from any vote concerning the matter. The powers of such committee in regard to the fund shall be restricted as follows:

- In all events, this fund shall be operated in a manner consistent with the basic philosophy of the Foundation.

- No part of the net earnings of this fund shall inure to the benefit of, or be distributable to, any member, director, or officer of the Foundation.
- Notwithstanding any other provisions of this fund, the Fund Management Committee shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any subsequent federal tax law), or by a corporation, contributions to which are deductible under Section 170(c)(2) of such Code (or corresponding provisions of any subsequent federal tax law).

#### **2.3.5.1.8. Management of Funds**

The Fund Management Committee and its successors shall also have all the powers in the Uniform Management of Institutional Funds Act as enacted by the State of Colorado and as amended after the execution of this agreement. Furthermore, and without limitation of the foregoing, the Fund Management Committee is specifically authorized to invest in publicly traded stocks and bonds, certificates of deposit and other interest-bearing investments, mutual funds, regulated investment companies, and common stock funds.

#### **2.3.5.1.9. Delegation of Investment Management**

Except as may be provided in any instrument of gift, the Fund Management Committee may delegate to officers or employees of the Foundation, or to other agents, the authority to act in the place of the Fund Management Committee in investment and reinvestment of the fund; to contract with independent investment advisors, investment counsel or managers, banks, or trust companies so to act; and to authorize the payment of compensation for investment advisory or management services.

#### **2.3.5.1.10. Amendment of Endowment Fund**

Subject to the limitations of the bylaws, amendment of this Declaration of Endowment Fund shall be permitted by resolution of two-thirds (2/3) of the Board of Trustees then legally in office.

#### **2.3.5.1.11. Accounting and Auditing**

The Fund Management Committee shall keep or cause to be kept separate books of account that shall at all times show all property held by it in the fund and all connected transactions. The records of the fund shall at all reasonable times be open to inspection by a member of the Board of Trustees, and a complete accounting of receipts and disbursements shall be rendered at the annual meeting of the trustees of the Foundation. The treasurer of the Board of Trustees shall retain such books of account. Any audit of the regular books of account of the Foundation shall include an audit of the books of account. The fund shall bear its proportionate share of such audit as an expense of the fund.

#### **2.3.5.1.12. Rights of Successor**

Every successor of a member of the Board of Trustees shall have, in regard to the fund, all the title, rights, powers, privileges, and duties originally conferred or imposed upon the Board of Trustees, without any act of conveyance or transfer. No member of the Board of Trustees need examine the accounts, records, and acts of any previous member, nor be responsible for any act or omission to act on the part of any previous member in regard to the Fund.

#### **2.3.5.1.13. Jurisdiction**

This fund shall be administered expeditiously consistent with its terms, free of judicial intervention, and without order, approval, or other exaction of any court, except as

provided in the Uniform Management of Institutional Funds Act, as enacted by the State of Colorado. APPLICABLE LAW: The validity of the fund shall be determined by the laws of Colorado.

#### **2.3.5.1.14. Definition of Gift Instrument**

“Gift instrument” means a will, deed, grant, conveyance, agreement, memorandum, or other governing document (including the terms of any institutional solicitations from which an institutional fund resulted) under which property is transferred to or held by the Forensic Sciences Foundation Endowment Fund for the benefit of the Foundation.

#### **2.3.5.1.15. Investment Objectives and Guidelines**

The Forensic Sciences Foundation Board of Trustees shall establish and review on a regular basis investment objectives and guidelines. These objectives and guidelines shall be provided to its investment management firm at the direction of the Board of Trustees.

### **2.3.5.2. The Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Fund**

#### **2.3.5.2.1. Funding of the Jan S. Bashinski Criminalistics Graduate Assistance Grant Fund**

This fund was established on February 18, 2005, pursuant to a resolution of the Board of Trustees of Forensic Sciences Foundation (hereinafter, the “Foundation”). The corpus of the fund was generated by donations from the family and friends of Jan S. Bashinski and were deposited/invested according to the investment policy of the Foundation in an interest- or dividend- bearing account.

#### **2.3.5.2.2. Fund Management**

The Foundation may be paid up to 1% of the corpus’ value each year but not greater than \$1,000 per year to administer the grant(s). This must be available only from the investment income accruing on the fund’s corpus. After administration fees have been disbursed to the Foundation, 75% of the remaining accruing investment income will be set aside for the grant(s), and the remainder will be added to the corpus to offset inflation. If there is insufficient investment income in a given year, then grants will not be awarded, and the Foundation will take no more than \$100 from the funds of the corpus for its administration fee.

#### **2.3.5.2.3. Reports**

The Foundation will supply the Jan S. Bashinski Family with a statement of income, donations, and expenditures, yearly, at least through the year 2030 if such a family member is reasonably available and is willing to perform this function.

### **2.3.6. EQUIPMENT DONATIONS**

Because many developing nations are in desperate need of instruments, equipment, and supplies, in 2000 the Forensic Sciences Foundation signed an agreement with the Office of International Criminal Investigative Training and Assistance Program (ICITAP) in the Department of Justice to facilitate the transfer of donated equipment and supplies from laboratories and vendors to ICITAP.

#### **2.3.6.1. ICITAP Responsibilities**

- ICITAP shall identify a donor and a recipient for the donation.
- A letter will be sent from the ICITAP to the executive director of the Forensic Sciences Foundation. The address of the Forensic Sciences Foundation is 410 N. 21st Street, Colorado Springs, CO, 80904.

- The letter will contain the following information:
  - Name, address, and telephone number of the ICITAP contact person.
  - Name and address of the donor, including the name and telephone number of the contact person.
  - Complete description of the instrument:
    - Instrument name.
    - Model and serial number.
    - Any and all peripherals shall be listed such as computer, printer, mouse, etc., and the model and serial numbers and quantity of each.
    - If parts and supplies for the instrument are to be donated, these shall be listed, such as columns, pump, etc., and the quantity of each.
    - Supplies shall be described in detail, noting quantity, identifying serial or other numbers if present, and expiration date, if applicable.
  - Miscellaneous donations must be described in detail.
  - The name and address of the recipient, including the name and telephone number of the contact person.

#### **2.3.6.2. Forensic Sciences Foundation Responsibilities**

- Upon receipt of a letter from ICITAP identifying a donor, the executive director of the Foundation shall notify the chair of the Board of Trustees that a donation is to be made.
- The executive director shall send an acknowledgement letter to the donor (model letter attached). This letter shall contain:
  - A copy of IRS Form 8283 and instructions for its completion.
  - Discussion of the donation, its workability, and value.
  - If the value of the donation is greater than \$5,000, someone other than the donor or the FSF must appraise it. (A signed statement by a person in the industry associated with the donation, attesting to the value of the donation, is acceptable.)
  - Information that the FSF is an exempt 501(c)(3) organization that was established for educational purposes.
  - The FSF Federal Identification Number.
  - Request that the completed IRS Form 8283 and the appraisal letter (if applicable) be sent to the FSF Executive Director.
- A copy of the letter, Form 8283, and the appraisal letter (if applicable) shall be sent to the ICITAP.
- A note shall be sent to the donor from the chair of the FSF Board of Trustees thanking the donor for the contribution and expressing the sincere appreciation of the Foundation.
- The financial records of the FSF shall reflect a contribution and an expense of \$1.00 so the donation is properly recorded.



## 2.4. RECORDS MANAGEMENT

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### 2.4.1. ACTIVE FILES

Records pertaining to current activities of the Foundation will be maintained by individuals responsible for the activities. These same individuals will be responsible for coordinating with the executive director of the Foundation to determine which, if any, of their records must be maintained as historical records and for arranging for the transfer of such records to the AAFS headquarters, once they are no longer needed for ongoing activities.

### 2.4.2. HISTORICAL FILES

Records of the Foundation that must be retained for continuity or legal purposes will be maintained by the executive director of the Foundation. These records will include, but not be limited to, the following:

- Minutes of meetings (members and trustees);
- Financial records;
- Grant records;
- Award records;
- Bylaws and *Policy and Procedure Manual* records;
- Endowment financial and administrative records; and
  - Listings of past trustees.

## APPENDIX A

### Emerging Forensic Scientist Award Judge's Evaluation Form

AAFS Venue/Year: \_\_\_\_\_

Emerging Forensic Scientist Name: \_\_\_\_\_

Title of Paper/Poster (circle one): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Section: \_\_\_\_\_

|  | (low<br>1 | -><br>2 | -> -<br>3 | > -<br>4 | > -<br>5 | ><br>6 | high)<br>7 |
|--|-----------|---------|-----------|----------|----------|--------|------------|
| Relevance to the Forensic Science Specialty: |           |         |           |          |          |        |            |

COMMENTS (REQUIRED): \_\_\_\_\_

|                              |   |   |   |   |   |   |   |
|------------------------------|---|---|---|---|---|---|---|
| Innovation/Scientific Merit: | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------|---|---|---|---|---|---|---|

COMMENTS (REQUIRED): \_\_\_\_\_

|                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| Analytical Approach: | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------------|---|---|---|---|---|---|---|

COMMENTS (REQUIRED): \_\_\_\_\_

|                          |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|
| Quality of Presentation: | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------------|---|---|---|---|---|---|---|

COMMENTS (REQUIRED): \_\_\_\_\_

Judge: \_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

### **Emerging Forensic Scientist Award Judging Criteria**

#### **RELEVANCE TO THE FORENSIC SCIENCE SPECIALTY:**

- 6, 7** The topic presented addresses an issue that is of interest to those practicing in the specialty. Information obtained from the presentation can be applied to the body of knowledge in the specialty.
- 3, 4, 5** The topic presented addresses an issue that may be of interest to those practicing in the specialty; however, the topic is either too broad in scope or too specialized to have much impact on the specialty.
- 1, 2** The topic presented does not address an issue that is of interest to those practicing in the specialty. Information obtained from the presentation has no impact on the specialty.

#### **INNOVATION/SCIENTIFIC MERIT:**

- 6, 7** The presentation presents a novel, innovative approach to a relevant forensic problem. Will have a major impact on forensic science, result in a new forensic science technique/procedure or a major improvement to forensic analysis, and/or adds significant knowledge or statistical data to forensic science or a forensic technique/procedure.
- 3, 4, 5** The presentation illustrates some innovation in its approach and the topic addressed may affect or have some impact on forensic science or improve an existing technique; however, the importance of the presentation cannot be determined without additional information/research, and/or the cost benefit of implementing/ researching the topic may not warrant further exploration.
- 1, 2** The presentation lacks an innovative approach. The topic presented is unlikely to have an effect on the practice of forensic science, and/or does not improve an existing technique/ procedure, and/or provides information that was previously reported or known to the relevant scientific community.

#### **ANALYTICAL APPROACH:**

- 6, 7** The presentation clearly demonstrates a systematic analytical approach utilizing the scientific method and appropriate experimental design. When applicable, appropriate data are presented to demonstrate that measurements used are accurate and/or precise, and statistical variances are reported. When applicable, control charts and calibration data are reported. When necessary, validation studies are either completed or cited. If a procedure or method enhancement is proposed, its reliability is demonstrated through controlled studies utilizing a statistically valid population and/or time period.
- 3, 4, 5** The presentation demonstrates a logical scientific approach; however, either all applicable data are not completed or not appropriately reported, or applicable controls, calibration data, and validation data are not complete or not appropriately reported. If a procedure or method enhancement is proposed, sufficient data is presented to demonstrate reliability, or the presenter clearly indicates that additional research/study is necessary before the procedure or method is utilized.
- 1, 2** The presentation does not demonstrate a systematic scientific approach, nor does it have an appropriate experimental design. Data is either missing or unreported. No apparent validation studies are presented and/or the reliability of any proposed procedure or method enhancement is missing.

### **Emerging Forensic Scientist Award Judging Criteria**

#### **QUALITY OF PRESENTATION:**

- 6, 7** The presenter demonstrates excellent ability as evidenced by a presentation that is precise, thorough, understandable, and well-developed. The presentation is well organized and all presented information is clearly relevant to the topic. Throughout the oral presentation or discussion of a poster presentation, the presenter projects a positive, calm, and pleasant demeanor. The presenter answers all questions with appropriate and thoughtful answers and does not overstate or extend answers beyond his/her individual knowledge.
- 3, 4, 5** The presenter demonstrates fair to good ability as evidenced by a presentation that is thorough and understandable. The presentation is organized; however, portions of the presentation may lack clarity and are somewhat vague. The presenter projects a positive demeanor with few nervous mannerisms, answers questions appropriately, but at times provides vague answers to questions or steps beyond his/her personal knowledge.
- 1, 2** The presenter demonstrates inadequate ability as evidenced by a presentation that is partially developed and at times incomprehensible. The presentation is unorganized and lacks clarity. The presenter projects a less-than-positive demeanor, has nervous and/or objectionable mannerisms, and provides vague and/or incorrect answers to questions.

## APPENDIX B

### Student Travel Award Judge's Evaluation Form and Criteria

Applicant's Name: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Section: \_\_\_\_\_

Comments: \_\_\_\_\_

LETTER OF RECOMMENDATION (max 10 points):

Average = 2 pts. \_\_\_\_\_ Good = 5 pts. \_\_\_\_\_ Very Strong = 10 pts. \_\_\_\_\_

ESSAY (max 50 points): \_\_\_\_\_

General Tone/Presentation/Topic

Comments: \_\_\_\_\_

Professionalism

Comments: \_\_\_\_\_

Grammar and Spelling

Comments: \_\_\_\_\_

CURRICULUM VITAE - Academic Record/Status (max 10 points):

GPA for current studies 1.00 - 2.00 = 0 pts. \_\_\_\_\_

GPA for current studies 2.00 - 3.00 = 1 pt. \_\_\_\_\_

GPA for current studies 3.00 - 3.50 = 5 pts. \_\_\_\_\_

GPA for current studies 3.60 - 4.00 = 10 pts. \_\_\_\_\_

Forensic Science Activities (max 10 points):

Few = 2 pts. \_\_\_\_\_ Moderate = 5 pts. \_\_\_\_\_ Extensive = 10 pts. \_\_\_\_\_

AAFS membership (max 10 points):

Applicant = 3 pts. \_\_\_\_\_ Student Affiliate = 5 pts. \_\_\_\_\_ Trainee Affiliate or higher = 10 pts. \_\_\_\_\_

Outside AAFS meeting presentation - oral or poster (max 5 points):

One presentation = 1 pt. \_\_\_\_\_ Two presentations = 3 pts. \_\_\_\_\_ Three + presentations = 5 pts. \_\_\_\_\_

AAFS upcoming meeting presentation (oral or poster)/author (max 5 points):

One presentation = 3 pts. \_\_\_\_\_ Two presentations or more = 5 pts. \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Judge Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C-1

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### **Agreement Between the Family of Jan S. Bashinski and the Forensic Sciences Foundation, Inc.**

**Title:** Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant (Jan's Forensic Science Fund - Grant).

**Funded by:** Jan S. Bashinski Memorial Educational Grant Association (Jan's Forensic Science Fund) by donations from the family and friends of Jan S. Bashinski.

**Administered by:** The Forensic Sciences Foundation, Inc., of the American Academy of Forensic Sciences hereafter called "The Foundation."

**Purpose:** To provide Graduate Students with grants of assistance for completing their thesis or independent research project which is in fulfillment of a requirement for a graduate degree in criminalistics. The thesis or research project must be in the field of criminalistics.

**Eligibility:** The applicant must be a full or part time student completing his or her graduate degree requirements by conducting a research project, at an educational institution accredited in the USA by a recognized academic body. This project must in the opinion of the Awards Committee make a significant scientific contribution to the field of criminalistics. No student is eligible for more than one grant until at least six (6) years have elapsed since receipt of a previous Jan's Forensic Science Fund – Grant.

**Awards Committee Composition:** The Awards Committee shall consist of at least three (3) but not more than five (5) persons, one of whom shall be a practitioner in the field of criminalistics. The aforementioned practitioner need not be a member of the American Academy of Forensic Sciences but may be so. The remainder shall be scholars who have full time faculty appointments in the physical, biological or engineering departments at institutions of higher education located and accredited by a recognized academic body in the USA, which awards a Master of Science (MS) or Doctor of Philosophy (PhD) degree with a concentration in criminalistics or forensic science. The academic members of the Awards Committee will be selected by the Foundation from Active or Retired Members or Fellows of the American Academy of Forensic Sciences.

One member of the Awards Committee is to be chosen by a family member of Jan S. Bashinski, if such a family member is reasonably available and is willing to perform this function. The Foundation shall, at the request of the family, supply a list of proper practitioner and academic candidates from which this family selection may but is not required to be made. This provision shall lapse and become void in the year 2030 at which time the Foundation may dispense with contacting a family member and shall choose all of the members of the Awards Committee.

**Funding:** The corpus of the fund obtained by donations from the family and friends of Jan S. Bashinski shall be deposited or invested according to the current investment policy of the Foundation in an interest or dividend bearing account by the Foundation. The Foundation may be paid up to 1% of the corpus' value each year but not greater than \$1,000 per year to administer the grant(s). This must be available only from the dividends or interest accruing on the fund's corpus. If there are insufficient interest or dividends in a given year, then the award, as described below, will not be made and the Foundation agrees to take no more than \$100 from the funds of the corpus for its administration fee.

After administration fees have been disbursed to the Foundation, 75% of the remaining accruing interest or dividends will be set aside for the grant(s), and the remainder will be added to the corpus to offset inflation.

No grant awarded shall be in excess of \$2,500 or less than \$500. Beginning in the award year 2008, this maximum and minimum shall be adjusted for inflation based on the consumer price index (CPI) for the previous year or a generally accepted method for adjusting for inflation. The Awards Committee may award more than one grant in a particular year.

The award recipient(s) will be selected by a majority vote of the Awards Committee, and it shall be the goal of the committee to make at least one award a year. The Awards Committee has the discretion not to make an award in any given year. Reasons for this action include but not limited to the Awards Committee concluding that there are no acceptable applicants, there are no research proposals of sufficient merit, or there are insufficient funds available to make a meaningful award.

Should there be sufficient funds available in a given award year the Awards Committee may in addition to the research grant amount, allot and set aside for the benefit of the recipient of the grant additional funds an amount not to exceed \$1,200. Beginning in 2008, this amount can be adjusted based upon the CSI inflation rate or similar index as mentioned above. This additional amount will be used to cover travel and per diem expenses for the awardee's attendance at an American Academy of Forensic Sciences Annual Meeting. The purpose of this travel must be the presentation by the awardee, of a platform paper pertaining to the completed research for which the awardee received his or her Jan's Forensic Science Fund – Grant. These additional funds shall be for reimbursement of expenses actually incurred and shall be documented by the awardee by submission of receipts acceptable to the Awards Committee and the Foundation's accounting office. In order for the awardee to receive reimbursement for the expenses incurred the recipient must identify in the published abstract and in the presentation the fact that the research was supported by a grant from Jan's Forensic Science Fund - Grant.

The Foundation agrees to supply to the family with a statement of income, donations, and expenditures, yearly, at least through the year 2030.

**Application:** The applicants for the grant shall be required as a minimum to complete an application containing at least the following information below along with a grant proposal of at least three (3) but not more than six (6) double spaced pages addressing the following five (5) areas:

- Title
- Introduction, background, and need for the research
- Experimental procedure
- Expected results and contributions to the scientific knowledge of criminalistics
- How this grant will be of assistance to the applicant and/or the project

The applicant must also supply his or her qualifications to conduct this research and a statement of financial need. The applicant must also submit a curriculum vitae of no more than three (3) pages.

A letter of recommendation from the student's mentor or major advisor must accompany the grant application.

Below is an application requesting a minimum of data that the Award Committee should consider.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
School: \_\_\_\_\_ Number Credits Required for Degree: \_\_\_\_\_  
Credits Completed to Date by Applicant: \_\_\_\_\_  
Full- or Part-Time Student: \_\_\_\_\_  
Expected Date of Graduation: \_\_\_\_\_  
Advisor: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Citizen of: \_\_\_\_\_  
Place of Full- or Part- Time Employment: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The applicant named above agrees that should he or she receive a Jan's Forensic Science Fund – Grant, he or she will acknowledge in any publication that the research was supported by the Jan's Forensic Science Fund - Grant.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed to by the parties and attested to by the Signatures below:

for the Bashinski Family this \_\_\_\_\_ Day of December, \_\_\_\_\_

Mr. \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

for the Forensic Sciences Foundation, Inc., this \_\_\_\_\_ Day of December, \_\_\_\_\_

\_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

**(NOTE: This Agreement was adopted by the Forensic Sciences Foundation, Inc. Board of Trustees, during a Telephone Conference Meeting on January 18, 2005.)**



## APPENDIX C-2

### Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Judge's Evaluation Form\*

Grant Year: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

|                                   | (low |   |   |   |   |   |   |   |   |    | high) |
|-----------------------------------|------|---|---|---|---|---|---|---|---|----|-------|
| Applicant's Qualifications (10%): | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |       |

Comments: \_\_\_\_\_

\_\_\_\_\_

|   |   |   |   |   |   |   |   |   |   |    |  |
|---|---|---|---|---|---|---|---|---|---|----|--|
| Experimental Procedure/<br>Analytical Approach (30%): | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
|---|---|---|---|---|---|---|---|---|---|----|--|

Comments: \_\_\_\_\_

\_\_\_\_\_

|                                    |   |   |   |   |   |   |   |   |   |    |  |
|------------------------------------|---|---|---|---|---|---|---|---|---|----|--|
| Innovation/Scientific Merit (30%): | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
|------------------------------------|---|---|---|---|---|---|---|---|---|----|--|

Comments: \_\_\_\_\_

\_\_\_\_\_

|  |   |   |   |   |   |   |   |   |   |    |  |
|--|---|---|---|---|---|---|---|---|---|----|--|
| Relevance to the Scientific Specialty (30%): | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
|--|---|---|---|---|---|---|---|---|---|----|--|

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Judge: \_\_\_\_\_

Print Name

Signature

Date: \_\_\_\_\_

*\*Consensus must be reached by each judge so that all judges agree within two (2) numerical points for each criterion.*

### Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant Judging Criteria

#### APPLICANT'S QUALIFICATIONS (10%):

- Exceeds (9, 10)** The applicant has earned applicable undergraduate and is working on an applicable graduate degree. The applicant has participated in prior successful research. The applicant's GPA is at the high "A" level or over 3.5, and all relevant coursework has been completed that will enable the applicant to successfully accomplish the proposed research. Financial assistance through a grant is critical to enable the applicant to complete the research.
- Fully Met (6, 7, 8)** The applicant has earned an applicable undergraduate degree and is working on an applicable graduate degree. The applicant has prior experience in a research project. The applicant's GPA is at the "A" to "B" level or 3.0-3.5, and relevant coursework has been completed that should enable the applicant to complete the proposed research. Financial assistance through a grant would greatly enhance the applicant's ability to complete the research.
- Partially Met (3, 4, 5)** The applicant has earned an undergraduate degree and is working on a graduate degree. The applicant's GPA is at the "B" level, and little relevant coursework has been completed that would enhance the research proposal. Financial assistance through a grant would enhance the applicant's ability to complete the research.
- Not Met (1, 2)** The applicant has earned an undergraduate degree and is working on a graduate degree that may not be applicable to the proposed research. The applicant's GPA is at the below "B" level, and no relevant coursework has been completed that would enhance the research proposal. Financial assistance through a grant is either not required or would not be appropriately utilized in support of this research.

#### EXPERIMENTAL PROCEDURE/ANALYTICAL APPROACH (30%):

- Exceeds (9, 10)** The proposal clearly demonstrates a systematic analytical approach utilizing the scientific method and appropriate experimental design. The applicant states that applicable, appropriate data will be collected to demonstrate that measurements used are accurate and/or precise, and statistical variances will also be reported. When applicable, the applicant states that control charts and calibration data will be reported. Validation studies are either completed or cited. If a procedure or method enhancement is proposed, its reliability will be demonstrated through controlled studies utilizing a statistically valid population and/or time period.
- Fully Met (6, 7, 8)** The proposal demonstrates a logical scientific approach and adequate experimental design. Information referencing the collection of applicable controls, calibration data, and validation studies is referenced. If a procedure or method enhancement is proposed, sufficient data will be developed to demonstrate reliability.
- Partially Met (3, 4, 5)** The proposal demonstrates adequate scientific approach and experimental design; however, more detailed information should be included to better explain the research. Information referencing the collection of data, controls, calibration, and validation studies is present; however, the information is limited and somewhat vague.
- Not Met (1, 2)** The proposal does not demonstrate a systematic scientific approach, nor does it have an appropriate experimental design. Proposed data collection is either non-essential or irrelevant. No apparent validation studies are presented and/or the reliability of any proposed procedure is not cited.

**Jan S. Bashinski Criminalistics Graduate Thesis Assistance Grant  
Judging Criteria**

**INNOVATION/SCIENTIFIC MERIT (30%):**

|                                |  |
|--------------------------------|--|
| <b>Exceeds (9, 10)</b>         | The proposal presents a novel, innovative approach to a relevant forensic problem. The anticipated research will have a major impact on criminalistics (forensic science), result in a new technique/procedure, or a major improvement to forensic analysis. Additionally, the proposal should add significant knowledge or new statistical data that will greatly benefit the field of criminalistics (forensic science). |
| <b>Fully Met (6, 7, 8)</b>     | The proposal presents an innovative approach to a relevant forensic problem. The anticipated research should have impact on criminalistics (forensic science) and result in an improved technique/procedure or improvement to forensic analysis. Additionally, the proposal should add knowledge or additional statistical data that will benefit the field of criminalistics (forensic science).                          |
| <b>Partially Met (3, 4, 5)</b> | The proposal illustrates some innovation in its approach, and the research may affect or have some impact on criminalistics (forensic science) or an existing forensic technique; however, the importance of the proposal cannot be determined without additional information; and/or the benefit of researching the topic may not be apparent.  |
| <b>Not Met (1, 2)</b>          | The proposal lacks an innovative approach. The topic presented is unlikely to have an effect on the practice of criminalistics (forensic science); and/or does not improve an existing forensic technique/procedure; and/or provides information that was previously reported or known to the relevant scientific community.   |

**RELEVANCE TO THE SCIENTIFIC SPECIALTY (30%):**

|                                |  |
|--------------------------------|--|
| <b>Exceeds (9, 10)</b>         | The research topic proposed addresses an issue that is of major interest to those practicing in the forensic specialty. Information obtained from the research will most likely be applied to the body of knowledge in the forensic specialty and will result in a juried publication. |
| <b>Fully Met (6, 7, 8)</b>     | The research topic proposed addresses an issue that is of interest to those practicing in the forensic specialty. Information obtained from the research may be applied to the body of knowledge in the forensic specialty and may result in a juried publication.                     |
| <b>Partially Met (3, 4, 5)</b> | The research topic proposed addresses an issue that may be of interest to those practicing in the forensic specialty; however, the topic is either too broad in scope or too specialized to have major impact on the forensic specialty. Publication as a technical note is likely.    |
| <b>Not Met (1, 2)</b>          | The research topic proposed does not address an issue that is of much interest to those practicing in the forensic specialty. Information obtained from the research will probably have no impact on the forensic specialty and will not result in a published document.               |

## APPENDIX C-3

### Jan S. Bashinski Criminalistics Graduate Thesis Grant Application

*Please print legibly or type all information. Add additional sheets as necessary.*

#### PART I - Background Information\*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Citizen of \_\_\_\_\_

Employment - May include permanent or part-time employment, internships, military experience, or volunteer work.

Current (or last) Employer \_\_\_\_\_

Position Held \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Education - List your education accurately and completely.

Name of Undergraduate School \_\_\_\_\_ Full/Part Time \_\_\_\_\_

Hours Earned Sem \_\_\_\_\_ Qtr \_\_\_\_\_

Major \_\_\_\_\_

Dates Attended From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Level of Degree Earned \_\_\_\_\_ Graduation Date (mo/yr) \_\_\_\_\_

Name of Graduate School \_\_\_\_\_ Full/Part Time \_\_\_\_\_

Hours Earned Sem \_\_\_\_\_ Qtr \_\_\_\_\_

Major \_\_\_\_\_

Dates Attended From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Level of Degree Earned \_\_\_\_\_ Graduation Date (mo/yr) \_\_\_\_\_

Name of Graduate Advisor \_\_\_\_\_

Address \_\_\_\_\_

Advisor's Phone \_\_\_\_\_ Advisor's Email \_\_\_\_\_

\*The applicant must be a full or part-time student completing his/her graduate degree by conducting a research project at an educational institution accredited in the USA by a recognized academic body.

## **PART II – Thesis/Research Information**

(Attachment I) Provide a concise three (3) to six (6) page double-spaced thesis/research proposal that addresses the following:

- \*Title
- \*Introduction, background, and significance of the proposed research
- \*Experimental procedure
- \*Expected results and contributions to the criminalistics (forensic science) knowledge base
- \*Budget for the total project
- \*Description of how support from the grant would contribute to the completion of the project

(Attachment II) Provide a concise one (1) to two (2) page double-spaced statement of qualifications explaining why you believe you will be successful in completing your research. Include reasons why you require financial assistance to complete your research.

(Attachment III) Curriculum Vitae. Provide your curriculum vitae of no more than three (3) pages.

(Attachment IV) Letter of Recommendation. Provide a letter of recommendation from your research advisor.

(Attachment V) Most recent cumulative college/university transcripts for your undergraduate and graduate degree(s). Unofficial transcripts are acceptable.

## **PART III – Certification/Acknowledgement**

Statement of Applicant

I, the undersigned, certify that all information provided by me in this application is true and factual. I further agree that should I receive a “Jan S. Bashinski Criminalistics Graduate Thesis Grant,” I shall acknowledge the grant in any publication resulting from the research supported by the grant.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX D

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### Student Affiliate Scholarships Policy and Procedure

#### Membership:

1. The committee will be composed of four (4) members and will be responsible for determining the number of scholarships to be awarded and the selection of the awardees.
2. The committee will have at least one (1) member from the Criminalistics Section, one (1) member from the Anthropology Section, and a chair. Both sections have contributed funds to the Student Affiliate Scholarships.

#### Duties:

1. The committee chair will determine the number of scholarships to be awarded for the meeting by considering the following:
  - a. The actual FSF Student Affiliate Scholarship funds available for the year.
  - b. The current AAFS pre-registration rate for Student Affiliate members.
  - c. The number of eligible abstracts submitted for consideration.
  - d. The committee is not required to award all funds available.
2. The committee will award the Student Affiliate Scholarships by considering the following criteria:
  - a. The committee's evaluation of the abstracts by Student Affiliate members will be based on:
    - i. Quality of the work presented; *and*
    - ii. Relevance to the field of forensic science; *and*
    - iii. Advancement of forensic science.
  - b. Selection of the abstracts by the appropriate program chair for inclusion in the program. Abstracts need not be selected for presentation at the meeting, though this would be deemed an advantageous factor.
  - c. Presentation is an oral paper. Posters will be considered; however, oral presentations would be considered a benefit.
  - d. Individual work – There is no limit on the number of authors on a submission and multiple-authored work will be considered; however, the number of co-authors will impact the evaluation of the abstract. Only one (1) scholarship, to the presenting author, will be granted.
  - e. Only Student Affiliate members of the American Academy of Forensic Sciences are eligible for the Scholarship Award.
3. The committee will review all submitted abstracts for eligibility (Duties 3.a.) and score them on a ten (10) -point scale, using the rubric below (Duties 3.b.).
  - a. Submission Requirements  
Is the first author a Student Affiliate? If No, the abstract is disqualified.  
*\*Note that if multiple Student Affiliates are listed as authors, the award will be given to the individual designated as the Presenting Author.*
  - b. Criteria
    - i. Presentation Format  
2 points – Oral Presentation  
1 point – Poster Presentation
    - ii. Number of Authors  
2 points – 1-2 authors

- 1 point – 3-5 authors
- 0 points – 5+ authors
- iii. Quality of the Work Presented
  - 2 points - Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the applicant's understanding of the topic, and shaping the whole work.
  - 1 point - Uses appropriate, relevant, and compelling content to develop and explore ideas through most of the work.
  - 0 points - Uses appropriate and relevant content to develop simple ideas in some parts of the work.
- iv. Relevance to Forensic Science
  - 2 points – Identifies and clearly articulates a gap in knowledge that motivates their research. Demonstrates detailed attention to and successful execution of a wide range of conventions particular to their specific discipline including organization, content, and knowledge of the topic.
  - 1 point – Identifies a gap in knowledge that motivates their research. Demonstrates consistent use of important conventions particular to their specific discipline, including organization and content.
  - 0 points – Does not identify a gap in knowledge that motivates their research. Attempts to use a consistent system for basic organization and presentation.
- v. Advancement of Forensic Science
  - 2 points – Articulates how specific research results will address the identified gap in knowledge. Demonstrates skillful use of high-quality, credible, relevant sources to develop ideas that are appropriate for the discipline.
  - 1 point – Broadly articulates how research will address the identified gap in knowledge. Demonstrates an attempt to use credible and/or relevant sources to support ideas that are appropriate for the discipline.
  - 0 points - Does not address how their research will advance forensic science. Demonstrates an attempt to use sources to support ideas.
- c. Each committee member will assign the points as they determine by evaluating the abstract using the criteria listed in Duties (3.b.).
- d. The abstracts will be ranked with the highest total points awarded the scholarships. The committee will re-evaluate the highest ranking abstracts as needed:
  - i. If there are more abstracts than available scholarships.
  - ii. If there is a tie in the ranking.
- 4. If an abstract is submitted by a student of a committee member or that committee member is affiliated with the educational institution, they will recuse themselves from the evaluation or selection process pertaining to the specific submission.

Procedure:

1. The abstract will be submitted to the AAFS in the usual way described by the deadline of August 1.
2. If the Student Affiliate selects (requests) to be considered for the award competition, the abstract will be reviewable online by the FSF Student Affiliate Scholarship Committee.
3. The Student Affiliate Scholarship Committee will review the abstracts with the criteria described above.
4. The committee chair will contact the appropriate program chairs for their input.
5. The committee may request the assistance of any other members of the AAFS in an area of expertise needed to evaluate an abstract.
6. The Student Affiliate Scholarship Committee will be solely responsible in the selection of the winning abstracts.
7. The committee will notify the AAFS no later than October 25 and the awardees notifications will be mailed no later than November 15.

## APPENDIX E

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### Warren-Young Scholarship Policy and Procedure

#### Selection Committee Membership:

1. A committee composed of four members, appointed by the FSF Chair, will be responsible for determining the number of scholarships to be awarded, the amount of the award, and the selection of the awardees.
2. This committee will have at least two FSF Trustees. One committee member shall be from the AAFS General Section, one committee member shall be from the AAFS Criminalistics Section, and the remaining members from among the other sections.
3. The FSF Chair will select the committee chair.

#### Duties:

1. Normally only a single award will be made in any year; however, multiple awards may be made considering the actual Warren-Young Scholarship funds available for the year.
2. The amount of the award shall be set by the committee annually, and if sufficient funds are available, an additional amount may be offered to reimburse travel expenses of the award recipient(s) to attend the AAFS annual meeting.
3. The committee is not required to make an award in any given year.
4. The chair may recommend multiple awards following a year (or years) in which no award was made.
5. It is anticipated that not less than \$1,000 should be awarded per recipient. The recipient must advise FSF how the funds were utilized within six months of the award.
6. The committee shall request that the AAFS Board of Directors extend to the award recipient(s) an invitation to attend the Student Academy, provide two free nights of hotel accommodations, and waive registration fees for one (1) AAFS annual meeting. The recipient has three years to redeem the complimentary annual meeting registration and hotel.
7. The committee shall request that the FSF Board of Trustees grant the award recipient(s) a scholarship to attend one (1) Forensic Science Educational Conference (FSEC). The recipient has three years to redeem the complimentary FSEC registration.
8. The committee will award the Warren-Young Scholarships by considering the following criteria:
  - a. Demonstrated financial need of the school.
  - b. Whether the funds would permit forensic science education of students for whom such education is otherwise unavailable.
  - c. The quality, innovation, and enthusiasm of the teacher's plans for the use of the grant funds to support forensic science education.

#### Procedure:

1. The application materials, including school administrator letter, will be submitted to the FSF Warren-Young Committee by May 1.
2. The FSF Warren-Young Scholarship Committee will review the applications following the criteria described above.
3. The FSF Warren-Young Scholarship Committee will be solely responsible in the selection of the award recipient.
4. The committee chair will notify the recipient of the grant and the availability of any additional resources by June 1.
5. At the election of the award recipient(s), payment of the award funds may be made to the school system.



### Warren-Young Scholarship Application

Application deadline: May 1.

Applications and any supporting documentation should be sent to:

The Forensic Sciences Foundation, Inc.  
410 North 21<sup>st</sup> Street  
Colorado Springs, CO 80904-2798  
[www.fsf.aafs.org](http://www.fsf.aafs.org)

#### Scholarship Purpose and Criteria:

The Warren-Young Scholarship is intended to provide funds for middle and high school teachers to purchase supplies, equipment, or reference materials to support forensic science education in teaching basic scientific principles. Applications will be judged based on how the funds will further the goals of the Foundation. Priority will be given to programs with apparent financial need and those that provide forensic science education in underserved population areas.

Application Contents:

Teacher Letter: \_\_\_\_\_

Teacher Applicant Name: \_\_\_\_\_

(please attach copies of any teaching certifications):

School Affiliation: \_\_\_\_\_

Course Description (please attach any course announcements or proposed syllabus):

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Please describe how the grant funds and forensic science knowledge are/will be used in teaching basic scientific principles:

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Demonstration of Financial Need and Support for Forensic Science Education (please attach a letter from school administration official concerning the level of financial need and the current availability of forensic science education):

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**Warren-Young Scholarship  
Judges Evaluation Form and Evaluation Criteria**

Applicant's Name: \_\_\_\_\_

What percentage, if given, of the student body qualify for free lunch or does the applicant indicate that the school is in an economically disadvantaged area?

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Is the current or suggested course syllabus comprehensive and does it include hands-on practicals/kits for the students? Are discipline exerts asked to lecture?

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Will the funds awarded be used toward a first offering of the course, or is the course/program already established? If established, will the funds be used for this course or an additional course planned for another grade level(s)? If this is the first offering, is there a likelihood of the course continuing conveyed in the application?

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Do materials exist for the course and if so, are they being provided primarily by the teacher? Are the current materials minimal/outdated?

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Does the applicant convey passion about the course and for his/her students?

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Does the administration official convey a supportive attitude and appropriate financial justification for the granting of the award?

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