



Travel Grants Application

1. APPLICANT INFORMATION

Applicant Name: _____

Work Title: _____

Work Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

2. STATEMENT OF WHY GRANT IS NEEDED

Explain how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR

3. STATEMENT OF FINANCIAL NEED

Explain your financial need and the support available from the institution.

4. ACADEMIC QUALIFICATIONS

Attach a brief resume/curriculum vita.

DEADLINE FOR SUBMISSION: DECEMBER 10, 2010

Submit your form to:

Treasurer

Rick Leyva

Senior Research Analyst

El Centro College - Dallas County Community College District

801 Main Street

Dallas, Texas 75202-3605

Tel: (214) 860-2081

Fax: (214) 860-2335

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Travel Grants Information

Purpose: To assist with expenses incurred while attending the annual TAIR conference. The funding is to provide for professional development among institutional research professionals that work in institutions and organizations located in Texas.

Eligibility: Travel Grants are available to both active members and newcomers (individuals who will become new members of TAIR at the immediate next annual conference). Upon review of the applications by the current Past President or designee, a recommendation is made to the TAIR Executive Committee who will approve the grant awards. Members of the TAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable.

Number and Amount of Grants: A total of eight grants at a maximum amount of \$250.00 per grant will be available each year for travel to the TAIR conference.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Past President or designee. The deadline will be announced in the annual conference “Call for Participation” or TAIR Newsletter. The following items must be submitted:

- a. applicant’s name and institution/organization of employment;**
- b. a brief resume/curriculum vita;**
- c. a statement of how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR;**
- d. a statement describing financial need and the financial support available from his/her institution and other possible sources.**

Criteria for Awarding of Grants: Recommendations by the Past President will be based on information submitted in the application materials.

Applications from individuals who have not received a travel grant from TAIR within the past three years will receive priority. Only one travel grant will be awarded to an institution in a single year. Applications are submitted in the fall of each year. Details about the application procedure, including the deadline for receipt of applications, will be published in the newsletter and the web site each year.