



TAIR Travel Grants

Purpose: To assist with expenses (hotel, airfare, and/or mileage) 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. The Travel Grant can NOT be used to cover the registration or membership fee.

Amount of Grants: \$350.00 per grant, limit 1 grant per person.

Eligibility: Travel Grants are available to both active members and newcomers (individuals who will become new members of TAIR at the 2017 conference). Members of the TAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable.

Deadline to Apply: December 20, 2016

Details about the application procedure, including the deadline for receipt of applications, will be published in the newsletter and the website each year.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Immediate Past President or designee. 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 Immediate 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.

Notification: Those selected to receive the travel grant will be contacted by the Immediate Past President prior to the Conference to let them know they are a recipient of the grant.

Procedure for recipients: Travel Grant Recipients must register for the conference using the online registration process. The Travel Grant recipient must pay all conference charges up front, and will turn in receipts to the TAIR Treasurer to be reimbursed up to the amount of the travel grant (\$350) for hotel, airfare, and/or mileage calculated at the state rate. The Travel Grant can NOT be used to cover the registration or membership fee.



TAIR Travel Grants Application

1. APPLICANT INFORMATION

Applicant Name: _____
Work Title: _____
Work Address: _____
Phone Number: _____
Fax Number: _____
E-Mail Address: _____

2. ACADEMIC QUALIFICATIONS

Attach a brief resume/curriculum vita.

3. STATEMENT OF WHY GRANT IS NEEDED

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

4. STATEMENT OF FINANCIAL NEED

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

DEADLINE FOR SUBMISSION: DECEMBER 20, 2016

Submit your form to: Mary Barton

mary.barton@unt.edu

Phone: 940-565-2085