

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 2022 conference). Members of the TAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable. Deadline: December 15, 2021. 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 Past President or designee. The deadline will be announced in the 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 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.

TAIR Officer's Guide 2021 Page 1 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 Grant Application

1. APPLICANT INFORMATION Applicant Name:

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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 15, 2021 Submit your form to: David Brown [dbrown@nctc.edu](mailto:dbrown@nctc.edu) with Travel Grant in the subject line.