



Travel and Development Grants Policy

Priorities for funding opportunities are as follows:

- Priority #1: funding to attend the annual NCAIR conference
- Priority #2: funding for Best Paper Award to present at AIR or SAIR annual conferences.
- Priority #3: funding to attend the annual NCAIR Summer Drive-In
- Priority #4: funding to present at the SAIR annual conference.
- Priority #5: funding to attend the annual AIR Forum (conference).

As indicated above, attendance at the NCAIR conference is the number one priority. Therefore, the budget cycle for this funding is from the NCAIR annual conference to the month before the next annual conference (e.g., March to February – assuming the annual conference is held in March).

Guidelines for NCAIR Awards (Priority #1)

Eligibility: Travel/development grants are available to both active members and newcomers (individuals who will become new members of NCAIR at the next annual conference). Upon review of the applications by the Travel/Development Grants Committee, a recommendation is made to the NCAIR Board of Directors who will approve the travel/development grant awards.

Amount of Grants: The amount awarded to each grant recipient will be based on the amount requested as well as the financial need of the requester, but will not exceed \$200. The grant can be used toward hotel and mileage. Conference registration fees will be waived for recipients.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Travel Grant Committee. The deadline for grant application will be February 1. The following items must be submitted:

Applicant's name and institution/organization of employment;

- A brief resume/curriculum vita;
- A statement of how receiving the grant will contribute to professional development, particularly with regard to current and future activity in NCAIR;
- A statement describing the amount requested, the financial need and the financial support available from his/her institution and other possible sources.

Guidelines for NCAIR Best Paper Award (Priority #2)

Automatic: However, the person(s) must present at either AIR or SAIR to receive funding.

Guidelines for Summer Drive-In Awards (Priority #3)

Eligibility: Travel/development grants are available to both active members and newcomers (individuals who became new members of NCAIR at the last annual conference or will become a new member at the Summer Drive-In). Upon review of the applications by the Travel/Development

Grant Committee, a recommendation is made to the NCAIR Board of Directors who will approve the travel/development grant awards.

Amount of Grants: The amount awarded to each grant recipient will be based on the cost of the Summer Drive-In, the amount requested as well as the financial need of the requester, but will not exceed \$100. The grant can be used toward hotel, mileage, and registration fees.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Travel Grant Committee. The deadline for grant application will be June 15. The following items must be submitted:

- Applicant's name and institution/organization of employment;
- A brief resume/curriculum vita;
- A statement of how receiving the grant will contribute to professional development, particularly with regard to current and future activity in NCAIR;
- A statement describing the amount requested, the financial need and the financial support available from his/her institution and other possible sources.

Guidelines for SAIR Awards (Priority #4)

- A cover sheet that includes the title of the session and the name, title, institutional affiliation, phone number and e-mail of the presenter(s).

A copy of a conference proposal as accepted by the SAIR annual meeting. Proposals may be for a research paper, concurrent session, general interest session, symposium, or any other formal presentation format. Papers receive priority, then panels. ***Please note: poster presentations and roundtables will not be considered.*** SAIR's deadline for submitting proposals is June 1 (<http://www.sair.org>).

- One award per person – no double dipping is allowed.
- Priority #1 recipient(s) are eligible for Priority #2 or Priority #3.
- Priority #2 recipient(s) are NOT eligible for Priority #3.
- In order to facilitate a blind review process, please make sure that the proposal does not include any names of the presenter(s) or the name of your institution.
- A copy of the letter from the conference review board/committee accepting the proposal. In other words, only accepted presentations will be considered.
- If not already included in the conference proposal, please submit 300-500 words on the results of the research and the implications of this research for practice, future research, and/or theory.

Guidelines for AIR Forum Awards (Priority #5)

Eligibility: The NCAIR travel grants are available to both active members and newcomers (individuals who will become new members of NCAIR at the next annual conference). Particular attention will be given to newcomers to IR/Assessment and members who have not attended an AIR Forum.

Presentation at the AIR Forum is NOT required for award consideration. However, each awardee agrees to submit an article for inclusion in the NCAIR Summer or NCAIR Winter Newsletter describing what they learned at the conference, benefits from attending, and other insights as appropriate.

Amount of Grants: Up to \$500 (if NCAIR receives the AIR Affiliated Organization Travel Grant, the total award per recipient will be up to \$1000). The grant can be used toward hotel, travel, food, or registration fees that are directly related to conference attendance.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the AIR Travel Grant Committee c/o the current NCAIR President (<http://www.ncair.net/officers/>).

Submission of a single pdf document containing the following information is appreciated. The following items must be submitted:

- Applicant's name and institution/organization of employment;
- A brief resume/curriculum vita;
- A statement of how receiving the grant will contribute to professional development, particularly with regard to current and future activities in IR/Assessment;
- A statement describing the financial need and the financial support available from his/her institution and other possible sources.
- Years (or locations) of your first NCAIR conference, and first AIR conference

Air Forum travel grant award winners are announced at the Annual NCAIR Conference business meeting.

Selection of travel grant recipients

A three-person Travel/Development Grants Committee appointed by the president will identify recommended award winners. The recommendations are made to the NCAIR Executive Committee who has final approval of the awards. Travel/Development Grant Committee members are not eligible for consideration for awards in priorities #2 and #3.

General Funding Structure for Travel/Development Grants

- NCAIR Conference: up to \$200
- Best Paper Award: \$400 (in case of a joint effort, the funding is shared equally)
- SAIR Presentations:
 - Paper Presentations: \$300 (in case of a joint effort, the funding is shared equally)
 - Panel Presentations: \$100 per person, not to exceed \$300 per panel
- AIR Forum: up to \$500 (NCAIR seeks matching funds through the AIR Affiliated Organization Travel Grant Program which can provide up to an additional \$500 per recipient)

For questions, please contact the current NCAIR president, listed on the website's officers' page (<http://www.ncair.net/officers/>)