

## **GUIDELINES FOR ALAIR TRAVEL GRANT APPLICATIONS FOR AIR AND SAIR**

### **Introduction**

The ALAIR travel grant is awarded to a member in order to promote the three major purposes of ALAIR:

- The advancement of institutional research leading to improved understanding, planning, and operation of Alabama institutions of higher education.
- The dissemination of information and interchange of ideas on problems of common interest; and
- The continued professional development of ALAIR members.

### **Guidelines for AIR and SAIR Travel Grant Applications are as follows:**

1. Selection shall be made by ALAIR Executive Committee based on the recommendation of the Awards Committee, chaired by the Past President, and from among applications received.
2. Recipient must be a current member of ALAIR, and current Executive Committee members are not eligible to receive a travel grant.
3. Applicant must have attended at least one ALAIR annual conference.
4. ALAIR Travel Grant Application must be completed and received by published deadline (AIR 3/1 and SAIR 8/15).
5. Amount of grants: AIR - \$300 and SAIR - \$200.
6. Applicant must provide a brief statement describing financial need for the grant.
7. Applicant must describe the ways in which conference attendance will contribute to professional development in general and to the recipient's participation in ALAIR.

Payment will be issued by the ALAIR Treasurer to the recipient soon after the attendance and return from AIR and SAIR.