

## OVERVIEW

Ambassador Grants provide matching funds for NEAIR members to attend a conference other than the NEAIR conference. The maximum award is \$800. The primary emphasis of the Ambassador Grant is on participation at "non-mainstream" conferences, with the aim of broadening the horizons of both the attendee and the NEAIR membership at large. Non-institutional research conferences will be given preference. Proposals that include an intention to present at the Ambassador's Conference will have preference.

Please note that the funds are to be used for future conference travel. There is no reimbursement for activities that pre-date the acceptance of the proposal.

## PREPARING A PROPOSAL

A completed proposal must include:

- 1) The applicant describing how attending the conference will further her/his professional development and support her/his attendance to the Ambassador's conference (e.g., to present). The applicant should establish clear connections between NEAIR and the Ambassador's conference. Additionally, the applicant needs to thoughtfully discuss how s/he plans to share what s/he learns from that conference at an upcoming NEAIR Annual Conference. This may include a presentation of what was given at the Ambassador's conference.
- 2) A statement of financial need and a detailed budget is part of the narrative. The budget should include all expected expenses and specify matching funds and sources of those matching funds. Please see the [Projected Budget Template](#) as an example.
  - a. Include a letter from the applicant's institution (if applicable) that certifies that the institution is willing to handle the funds at no cost to NEAIR or to the grant. Specify the agency (i.e., the college or university itself vs. a university foundation) to which the award will be made if approved.

This application should not exceed **three** pages. See the [Criteria for Selection](#) to inform your proposal.

## AMBASSADOR GRANT MEMBERSHIP OBLIGATION

Ambassador Grant recipients have an obligation to maintain active NEAIR membership status from the date of proposal submission through the NEAIR Annual Conference at which one's Reporting Obligation is fulfilled.

## AMBASSADOR GRANT REPORTING

The purpose of this program is to provide an opportunity for individuals to acquire new information that will be shared with the rest of the organization; the intent is not to provide isolated learning or travel experiences for individual members. Therefore, grant

recipients are obligated to report the results of their project to the membership in writing and at the Annual Conference.

This report may be in the form of a poster, paper, or workshare session. The grant recipient must submit a proposal to present at the annual conference following the funded grant, and must note on the proposal that grants funding was provided by NEAIR.

## AMBASSADOR GRANT CRITERIA FOR SELECTION

Proposals are evaluated and awarded based on the following criteria.

- **Participation:** Evidence of a plan for thorough participation at the Ambassador's conference.
- **Ambassador's Conference presentation:** Proposals that include an intention to present at the Ambassador's conference will have preference.
- **Dissemination:** Clear plan for dissemination of relevant information back to the NEAIR membership.
- **NEAIR Conference attendance:** Commitment to attending the annual NEAIR conference following the Ambassador's conference.
- **NEAIR Conference presentation:** Outline of a session on the experience to be presented at the annual NEAIR conference following the Ambassador's conference.
- **Variety:** Funding is not likely to be provided for an NEAIR member to attend a conference that was attended by a funded NEAIR member the previous year. See Past Recipients for a listing of prior conferences.
- **Common interests:** Conferences whose content corresponds to the research interests of the proposer and the membership at large will have preference.
- **Opportunity:** Members who have not received any type of NEAIR grant within the past five years will have preference.
- **Alternate funding source:** Members who do not have full alternative funding available will have preference. The proposal should mention whether the proposer has ever attended that conference before, whether full alternative funding is available from other sources, and the likelihood of obtaining that funding.
- **Matching funds:** Matching funds are required for NEAIR Ambassador Grants, and must be specified in the proposal. The funds may be from the member's institution or from the member's own resources. NEAIR will fund 50% of the cost up to the maximum grant amount.
- **Breadth:** Non-institutional research conferences will be given preference. Only one member will be funded to attend a given conference.

## AMBASSADOR GRANT SELECTION PROCESS

Please be sure to review the following points below to understand the selection process.

**Compliance:** Proposals will be reviewed for compliance with the submission requirements, blinded, and then forwarded on to the committee for review, scoring, and a determination of awardees.

**Evaluation:** Blinded versions of the proposals will be reviewed by the full membership of the Grants Committee using the Criteria for Selection. Each member of the committee will evaluate all submitted proposals independently using the Ambassador Grant Scoring Rubric. Next, the individual evaluations are shared with the full committee and discussed by the group. Proposals will be selected for funding on the basis of their merit and operationalized in the Criteria for Selection.

**Voting:** Selection is made by a simple majority vote of the Grants Committee.

**Notification:** The Grants Committee Chair will notify the authors of both selected and non-selected proposals of the committee's decision, and provide some feedback on the proposals based on input from the Grants Committee. Unsuccessful proposals can be re-submitted for consideration at another time.

## AMBASSADOR GRANT FUNDING DISBURSEMENT

Ambassador Grants awarded to members who are affiliated with an institution will be awarded through the member's institution. Members who are not currently affiliated with an institution are eligible for NEAIR Ambassador Grants. In those cases, the Treasurer may disburse funds directly to the member after receiving the appropriate documentation. Ambassador Grants are matching grants, and will cover half of the expenses, up to the total grant amount.

Grant funds will be disbursed according to the schedule provided by each recipient, with later disbursement preferred in order to accommodate unforeseen changes in plans. Proposals must be proactive (i.e., no reimbursement for activities that pre-date acceptance of the proposal).

Upon completion of the project the grant recipient must submit a report listing the actual expenditures incurred, and include receipts for expenses if appropriate. Any grant funds not spent by the recipient must be returned to NEAIR. NEAIR is not responsible for over expenditures.