

OVERVIEW

The **AIR FORUM SCHOLARSHIP** helps defray the cost of attending the AIR Forum for a current NEAIR member who would otherwise not be able to attend. The scholarship was established in 2015 with the generous support of the Association for Institutional Research through its AIR Affiliated Organization Forum Travel Grant.

The \$1000 award consists of a \$500 grant from AIR and \$500 from NEAIR. The emphasis of this conference scholarship is to support the lifelong learning and development of those who are maturing in our professional field by providing opportunities to:

- refresh and/or enhance technical/analytical skills;
- learn about trending topics in higher education, institutional research, assessment, and effectiveness;
- learn about best practices in the field; and
- network with colleagues from across the nation and throughout the world.

The scholarship monies will be applied directly to cover the recipient's AIR membership fee (if applicable) and conference registration fee. The remainder can be used towards the costs of travel to and from the conference, hotel, meals, and workshops. Visit the [2018 AIR Forum](#) site for more information.

ELIGIBILITY

The intention of the scholarship program is to offer the award to a member to attend the AIR Forum. To be eligible, applicants must be a current NEAIR member, currently employed in higher education, been a member of NEAIR for a minimum of 3 years and have previously attended a NEAIR Annual Conference.

Previous recipients of any NEAIR grants for conference travel are required to wait 3 fiscal years before applying for the AIR Forum Grant.

CRITERIA FOR SELECTION

Proposals are evaluated by the Grants Committee using the AIR Forum Scholarship Scoring Rubric based on the following criteria:

Benefit to the Applicant: There is a clear and compelling rationale for why attending the conference will benefit the applicant in their professional development as an institutional researcher.

Participation in the Conference: The applicant describes the ways in which they will participate in the various learning experiences that are available at the conference.

Supervisor Support: The support letter from the supervisor affirms the support of the institution for the applicant to attend the conference and discusses how attendance at the conference will benefit the applicant and the institution.

Statement of Financial Need: The application contains a full and detailed budget statement that demonstrates the need for support from NEAIR/AIR.

REPORTING OBLIGATION

The grant recipient is required to provide a report to the Grants Committee Chair via e-mail that will be shared with the Steering Committee at its annual summer meeting in June/July. The report should be no longer than one page and should highlight the recipient's engagement in the AIR Forum and learning gained from attendance. That report also will be used to inform the Grants Committee report at NEAIR's annual meeting and to satisfy any reporting requirements to AIR.

PREPARING AN APPLICATION

Interested individuals should complete the application on the AIR Forum Scholarship web page and upload the required documents when they are ready to submit the entire application. Recipients will be notified on or before March 30 about the outcome of their application.

The completed proposal must include:

- A statement by the applicant describing the anticipated benefits of attending the AIR Forum and planned forms of participation at the conference (workshops, volunteer work, etc.). This statement should be limited to 800 words.
- A statement of financial need that includes a detailed budget. The budget should include all expected expenses and any support that has already been secured or is expected. Please see the [Projected Travel Budget Template](#) for a sample budget document.
- A letter of support from a supervisor addressing the financial need and professional development benefits to the applicant. This statement of support should include assurance that the applicant has permission to attend the AIR Forum as an "on-the-clock" activity and a guarantee that costs to attend the AIR Forum that are not covered by this grant will be paid for by the institution.
- See the AIR Forum Scholarship Rubric to help you prepare your application materials.

FUND DISBURSEMENT

The scholarship funds will be applied directly to cover the recipient's AIR membership fee (if applicable) and conference registration, and then will be used to reimburse covered expenses up to the scholarship amount of \$1000.

With the exception of the membership and conference fees, scholarship recipients will be reimbursed for expenses only upon completion of the AIR Forum. Original receipts must be presented for all reimbursements. The expense statement should be submitted to the NEAIR Treasurer within one week after returning from the AIR Forum. The recipient will be reimbursed directly.