

OVERVIEW

The **NEAIR LEADERSHIP TEAM TRAVEL GRANT** provides matching funds for a member of the NEAIR Leadership Team to attend the AIR forum. NEAIR established this grant in 2015 with the generous support of the Association for Institutional Research through its AIR Affiliated Organization (AO) Forum Travel Grant program. The award is \$1,000; this is a \$500 grant from AIR that is matched by NEAIR with \$500. The emphasis of this travel grant is to support the organizational development of NEAIR by:

- Building partnerships between NEAIR's leadership team and AIR's Executive Director and staff, the AIR 12-member volunteer board of directors, and leadership from other AIR-affiliated organizations through volunteer and networking opportunities at the annual forum.
- Building relationships between NEAIR leadership and exhibitor sponsors (i.e., organizations marketing products to institutions of higher education) so that NEAIR can raise awareness among its membership about these technological solutions.
- Providing opportunities for NEAIR leadership to attend sessions to learn about trending topics in higher education, institutional research, assessment, and effectiveness, as well as about best practices in the professional field, and transfer that knowledge to the membership at large.
- Enhancing the visibility of NEAIR within both the field of institutional research and the larger higher education community.

ELIGIBILITY

The Grant is open to the following members of the NEAIR Leadership Team: NEAIR Officers, NEAIR Steering Committee members, NEAIR Conference Team chairs and the Sponsor Coordinator. Prior recipients of the NEAIR Leadership Team Travel Grant are not eligible to apply for the award while serving in the same position.

CRITERIA FOR SELECTION

The NEAIR Leadership Team Travel Grant recipient will be selected by a committee of the Immediate Past President, the Grants Committee Chair, and a member of the Grants Committee. Preference will be given to the applicant who best articulates how AIR attendance will benefit NEAIR given the organization's current planning and development needs.

PREPARING AN APPLICATION

The application cannot be saved in progress. Please prepare all components of the application before starting the online application. Interested individuals must complete the online application available on the NEAIR website.

(1) a brief statement of desired benefits to NEAIR by him/her attending the conference (limit 3 pages or 1200 words). **Do not include your name or institution specific information in the narrative.** The narrative must address:

- a) Why you want to attend the AIR Forum,
- b) how you will participate in the AIR Forum,
- c) how that participation benefits NEAIR as an organization, and
- d) a statement describing the funding situation for conference travel from your employer.

(2) a [budget](#) for the conference, including any institutional support or self-support expected.

REPORTING OBLIGATION

The grant recipient is required to provide a report to the NEAIR Steering Committee at its annual summer meeting. The report should be no longer than one-page and highlight the recipient's engagement in the AIR Forum and learning gained from attendance that can benefit NEAIR's development (e.g., in the areas of vendor contacts, event programming ideas, membership services, etc.). That report will be used to inform the annual Grants Committee report that is shared with members during the business luncheon at NEAIR's annual meeting, and can be used to satisfy any reporting requirements to AIR.

FUND DISBURSEMENT

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

With the exception of the membership and conference fees, grant 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.