



Tennessee Association of International Educators Travel Grant Information and Application

A. GRANT INFORMATION

Participating in NAFSA regional or national conferences and events provides an opportunity to acquire and exchange information and is also an excellent way to begin building a personal network of contacts in the field of international education. TAIE is pleased to offer travel/lodging grants to two (2) individuals attending the NAFSA National Conference in Boston, Massachusetts, 2015.

Grant Amounts/Limitations/Parameters

Grant amounts are for a maximum of \$500. Special consideration will be given to individuals from community colleges and/or historically black colleges or universities. Awards will be made on a reimbursement basis and will be based on actual cost as indicated on submitted receipts. Only travel, lodging, or registration expenses related to attendance at the NAFSA National Conference in Boston, 2015, will be reimbursed. Recipients will be recognized at the TAIE and NAFSA Region VII Business Meetings.

B. ELIGIBILITY

Travel grants are intended to assist individuals who face the most severe constraints in finding travel support. Awards will be made based upon the following criteria in order of priority:

- The strength of the Statement of Objectives and Letter of Recommendation as well as the included expense estimate with breakdown of costs
- Participant Status:
 - a. Community College or HBCU staff
 - b. First-time attendant
 - c. Volunteer
 - d. Student

C. APPLICATION PROCEDURE

1. Complete the **TAIE Travel Grant Application**.
2. Write a **Statement of Objectives**. This statement should highlight the nature of your professional or volunteer work in the field of international education; your reasons for attending the NAFSA Regional Conference; and how your attendance will benefit your institution and the students with whom you work. If you are a community volunteer, please also describe your organization and list some of its program activities.
3. Provide a **Letter of Recommendation** from your supervisor. This letter should comment on your involvement with educational exchange activities, and how attendance at the NAFSA Regional Conference will assist in your work.
4. Submit applications (and have Recommenders send Letters of Recommendation) via email to:
Erin Hillis, TAIE Chair. Email: hillise@rhodes.edu

D. DEADLINE: Applications must be received **by March 6, 2015** so that the TAIE Committee can make decisions in time for NAFSA's early bird registration deadline and for announcing the awardees at the TAIE Annual Meeting.

TAIE Travel Grant Application

Name: _____ Title: _____

Institution: _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

PROFILE INFORMATION:

My institution/organization is: *(Check as appropriate)*

- State Private
 2 year 4 year HBCU (*Historically Black College or University*) Non-profit/Community Organization
 Other: _____

Please total both undergraduate and graduate student population for:

Total Number of International Students: _____

Total Number of U.S. Students Studying Abroad: _____

Total Campus Enrollment: (all students) _____

How did you hear about the travel grant:

- Region VII website Region VII Listserv TAIE Listserv eCompass Newsletter
 Other: _____

Participant Categories: (CHECK ONE)

- Paid Professional/Staff Unpaid Volunteer or Staff Undergraduate/Graduate student.

Membership Status: *(Please check as appropriate. This does not affect your eligibility.)*

- I am a NAFSA member. I am not a NAFSA member. *(Please send me information)*

Prior NAFSA Activity regarding attendance at a NAFSA Regional conference.

- I have not previously attended. I have attended a conference in _____ (year)
 I have presented at a conference

ESTIMATED TRAVEL COST INFORMATION

Total projected expenses: \$ _____

Amount requested in this application: \$ _____

BUDGET INFORMATION

Airfare (lowest estimate) OR \$ _____

Ground Transportation (40.5 cents per mile) \$ _____

Lodging (\$ _____ x _____ days)

(Shared double occupancy, room rate plus tax) \$ _____

TOTAL: \$ _____

Remainder of costs to be covered by: *(Information will not affect your eligibility or award amount.)*

- Self Institution Other

REMEMBER TO SUBMIT: Statement of Objectives Letter of Recommendation