

# INDEPENDENT ASSOCIATION OF FRAMINGHAM STATE ALUMNI

~ a non-profit, charitable organization established in 1874 ~

## Whitney Academic Travel Grant

### GENERAL INFORMATION

The grant program provides financial assistance to facilitate travel for an academic purpose: to pursue field work, research, and scholarship, as well as direct participation in scientific and academic meetings and symposia. Grants will be offered initially to full-time Framingham State College faculty members and will be awarded on a year by year basis.

### ABOUT THE GRANT

- Applications are reviewed and recipients selected by members of the Executive Board of the Independent Association of Framingham State Alumni, twice a year.
- Recipients must respond to an award notification within 30 days and agree to the conditions of the grant.
- Travel grants are awarded based on reasonable estimated costs and will not exceed \$4,000 for any one recipient.

### APPLICANT ELIGIBILITY

- Candidates must have a specific academic travel need such as participation in off-campus academic research, field work, or other travel related activities that are not fully reimbursed by other grants. For example, it may be used to fund travel to a professional symposia where the candidate is a contributor. Regular attendance at a professional conference and vacation or group travel do not qualify.
- Candidates should plan an endeavor that will ultimately result in a richer education for students, while contributing to the wider body of knowledge. The application must demonstrate how the travel will benefit students.

### TRAVEL WITHIN THE UNITED STATES AND ABROAD

- The grant covers travel within the United States of America and its territories. Travel outside the United States is permitted, provided:
  - the applicant holds a valid passport at the time of application, and
  - the applicant holds a valid visa, if required.
- This grant may not be used to travel to restricted countries as defined by the United States State Department.
- All recipients must sign a travel waiver agreeing to the terms and conditions of the grant and indemnifying the Independent Association of Framingham State Alumni from any and all liabilities relating to the travel, travel arrangements, lodging, academic project, and any other related circumstances prior to, during, or after the travel.
- Applicants must have valid health insurance certification that covers them while traveling.
- The grant funds may only be used for trips that are primarily related to an academic pursuit or activity.

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## GRANT CONDITIONS

- All applicants agree to the conditions of the grant.
- Travel expenditures should be “least cost”. Applicants should take advantage of coach airfare and early purchase discounts, if possible. Applicants may use their own upgrade certificates if they do not add cost to the ticket.
- Lodging must be pre-arranged and budgeted.
- Grant monies will be provided in the form of a check made out to the name of the faculty member supported by the grant. It is the responsibility of the recipient to track and use the funds prudently for the purpose of the grant.
- Recipients must wait a minimum of two years before applying for another grant.
- Following the trip, the recipient must agree to submit a summary of their academic pursuit to the Executive Board in the form of a presentation or report. **Initial arrangements for the form of this presentation must be made with the office within two months of the travel.** Recipients must also submit a photo and agree to be interviewed for the association’s website or publicity materials. Presentation of their findings or submission of their project or report to academic organizations or publications is encouraged.

## FILING DATES AND DEADLINES

- **Requests must be obtained at least 45 days prior to the actual travel date.** An applicant may fill out a partial or estimated request prior to obtaining final ticket and lodging prices. This is to assist in providing time for “least cost” tickets and lodging to be obtained.
- Applications will be considered twice a year. Deadlines for applying are March 1 and October 15.
- All applicants will be notified promptly following the decision of the Executive Board.

## HOW TO APPLY

Obtain an application from the Alumni House, 42 Adams Road in Framingham, by downloading it from the website [www.alumnihouse.org](http://www.alumnihouse.org), or by calling the Alumni House office at 508.872.9770.

*This is a time-limited program that may be renewed on a yearly basis.  
It may be expanded to provide grants to students and alumni in the future.*