MAIR Graduate Student Grant

Purpose:
Pending available funding, the travel grant will be awarded annually to a deserving graduate student who meets the award criteria outlined below. The travel grant is not intended to cover the cost of registration for the conference but rather to defray travel costs associated with attending and presenting. One travel grant up to $200 will be awarded to the successful applicant to defray travel expenses associated with the annual MAIR conference. The successful applicant will be required to submit a reimbursement form with itemized receipts for hotel accommodations and other travel expenses (e.g. mileage at the current state rate) prior to being reimbursed.

Requirements for consideration:
The applicant for the MAIR Graduate Student Travel Grant must be:

- Currently enrolled as a degree-seeking graduate student at either the master's or doctoral level at an accredited institution of higher education in Mississippi.

or:

- Employed full-time at an accredited institution of higher education in Mississippi and currently enrolled as a graduate student at an accredited institution of higher education in another state.

Enrollment must be verified via letter from the registrar of the home institution. The applicant must also submit a scholarly presentation proposal which has been accepted for presentation at the annual MAIR conference. Consideration for the travel grant will not occur until the scholarly presentation proposal has been submitted.

Instructions:
Applicants must submit the following materials no later than **March 9th** of the conference year to the MAIR president.

1. A completed presentation proposal through the MAIR conference website.

In a separate e-mail sent to the MAIR President, applicants must provide:
2. A statement (2-page maximum) by the applicant, indicating the importance of the research for which the paper was written, the applicant's contribution to the project (including an estimation of the amount of time spent), and the relevance of this research experience to the applicant's career plans.
3. A current résumé that includes any other institutional research-related activities.
4. A letter of reference (2-page maximum) from the graduate student's advisor, indicating the student's intellectual contribution to the project; an estimate of the time the student has spent on the project; an assessment of the independence of the applicant in carrying out the project; an assessment of the applicant's ability to critically analyze relevant literature and communicate effectively (both verbally and in writing); and an assessment of the applicant's future in institutional research or related fields.
5. Verification of the applicant's enrollment status sent as a sealed letter or direct email from the Registrar of the institution in which the applicant is enrolled.
6. Contact information including 1) name, 2) mailing address, 3) phone number, 4) e-mail, and 5) institution where enrolled.

For the **2018** conference, materials should be submitted to:

> Eric Atchison
> Mississippi Institutions of Higher Learning
> 3825 Ridgewood Road, #827
> Phone: (601) 432-6288
> Email: eatchison@mississippi.edu

Award Rubric:
The Executive Committee will use the following criteria to judge the applicant based on the materials submitted for consideration:

- 50% = The quality of the project. (e.g., Did the project appear to address an important question? Did the methods appear appropriate? Did the project appear particularly easy or difficult to conduct?)
  - To what extent did the project appear to address an important question in higher education or other applicable fields (e.g. management, organizational psychology, other education fields)? (20%)
  - Were the Methods clearly communicated and appear to be appropriate? (10%)
  - To what extent did the project offer an innovated approach to the problem at hand? (10%)
  - How transferable does the project seem to other institutions or environments? (5%)
  - Complexity of project. (5%)

- 25% = The student's contribution to the project. (e.g., Was the student first author? To what extent did the student contribute to the completion of the project? Was the student aware of the significance of the project? Did the student work independently?)
  - To what extent did the student contribute to the completion of the project? (15%)
  - To what extent was the student aware of the significance of the project? (10%)

- 25% = The quality of statements.
  - Faculty advisor recommendation (15%)
  - Candidate's statement (10%)