

Travel Awards Policies & Procedures

1. Budget
 - a. Travel awards are very important and should be a high priority.
2. Application Process
 - a. Application instructions are drafted by the committee chair to be posted on the SSILA website at the same time that the call for abstracts for the annual meeting is issued. The text of the announcement is provided at the end of this document.
3. Review Process
 - a. A matrix can be created to aggregate all the necessary information relevant to the review process.
4. Notification to Applicants and Disbursement of Awards
 - a. The Secretary is to notify the applicants of the Committee's decision (award and amount) and provide them with instructions as to how the awards will be disbursed.
 - b. The awardees may receive a check, or if more convenient for them, cash, from the Secretary at the annual meeting, once they have presented their papers. Awardees do not need to provide travel-related receipts. If given a check, the check should suffice as a bookkeeping record. If the award is made in cash, the awardee may need to sign a receipt.
 - c. For a number of years now, no public presentation of the awards has been made. The number of awards and the total amount awarded has simply been announced at the business meeting instead.
5. Recommendations
 - a. Equal funding for all awardees is not required, although in years past this has sometimes been the case.
 - b. The travel award is strongly focused on enabling attendance of scholars from underrepresented populations and especially speakers of understudied languages. However, the applicant pool is largely not from either of these groups. The committee strongly encourages SSILA to engage in a greater outreach effort to reach the desired population next year to encourage applications that would allow SSILA to fulfill the mission of the travel award.

Travel Award Announcement

Below is the text of the announcement of the travel award application:

SSILA has accumulated, through earmarked donations, a small fund to assist members in need of financial assistance for travel to the annual meeting. SSILA travel awards are intended to

increase participation in SSILA sessions by students and scholars from historically underrepresented populations of the Americas.

To apply for a SSILA travel award, email the information requested on the [Travel Award Application](#) to the Secretary [provide email link] by August 1.

Awards will be made on the basis of financial need, which should be explained in a succinct paragraph. In addition, priority will be given to those who:

- *do not have a university or other institutional affiliation*
- *are native speakers or heritage learners of Indigenous languages*
- *are the sole author of a paper or poster, or the joint author of a paper or poster whose co-author(s) will not be in attendance*
- *have not previously received this assistance from SSILA*

It is the responsibility of the applicant to state how they meet the award criteria.

Applications must be submitted at the time abstracts are due - awards will be made only to applicants whose abstracts are accepted.

Applications will be reviewed by the Travel Awards Committee in late August and awardees notified at the same time as the acceptance of their papers. Awards will be in the form of a check that will be given to recipients at the meeting.

Applicants requiring travel visas are urged to apply for them in a timely manner.

As a courtesy to all involved, in the event that an awardee is unable to attend the meetings, early notification should be given so that the award may be passed to someone else.

Travel Award Application

Below is the text of the travel award application:

Travel Award Application

When submitting your abstract on Easy Chair, please check the box labeled "Travel Grant Application submitted".

Submit the following information to the Secretary (secretary@ssila.org) by August 1:

1. Your name.
2. The title of the paper/poster you provide in the abstract you submitted to Easy Chair.
3. A succinct description of your financial need including

- city, state, country that you would be traveling from to attend the meeting;
- estimated cost of travel, accommodation, and other expenses;
- current professional or academic status;
- number of times you have attended the SSILA meeting in the past;
- year of the most recent meeting you have attended;
- whether you are applying for funding at another institution or you will have support from another institution.
- any other considerations the committee should be aware of;

Awards will be made on the basis of financial need. In addition, priority will be given to those who:

- do not have a university or other institutional affiliation
- are native speakers of indigenous languages
- are the sole author of a paper or poster, or the joint author of a paper or poster whose co-author(s) will not be in attendance
- have not received this assistance previously from SSILA

Travel Award recipients will be notified at the same time as they are notified of the acceptance of their paper.