



AMERICAN ASSOCIATION OF  
**Teachers of Italian**

## 2023 Travel Grant Guidelines

**APPLICATION DEADLINE: MAY 15, 2023**

### Overview:

This year we will be offering eight \$500 travel grants. We have allocated two grants for each of the following categories:

- K-12 teachers;
- Contingent faculty (full-time, non-tenure track, limited term appointment);
- Adjunct faculty (part-time, limited-term appointment);
- Graduate students (currently enrolled in an MA or PhD program).

**NB:** In the event that there are fewer than two applicants in a given category, the remaining grant(s) will be allocated to the category with the most applicants.

**NB:** Tenure track and tenured post-secondary faculty are not eligible for AATI conference travel grants

### Parameters:

In order to be eligible for an AATI Travel Grant, the applying AATI member:

- must be an AATI member for the past 3 consecutive years;
  - Graduate students applying must be a member for at least one full year;
- may not have received any grants from AATI in 2021 and 2022;
- must have a total annual salary of less than \$50,000;
- must have travel expenses that exceed \$500;
- must have requested funding from your home institution;
- must serve on an AATI committee of their choosing for a 1-year term (begins January 1 of the following year).
  - Conference Committee (ACTFL)
  - Conference Committee (AATI)
  - Advocacy Committee
  - Membership Committee

### How to apply:

Applications for travel grants will only be accepted via the link below. In order for your application to be considered complete, you must include/attach the following:

1. A completed [application form](#)
2. A letter of intent (1-2 pp.) that includes the following:
  - a brief description of the importance of this conference for your work;
  - a proposed budget for the trip;
  - a list of additional funding sources pursued and amounts received;
  - a brief statement of financial need.
3. A brief statement (1 p.) from your thesis director/department chair/school principal
  - This statement should confirm good standing (graduate students); status of active employment and whether departmental funding is available (contingent faculty / K-12 teachers). To facilitate the process, you may want to compose a statement yourself and submit it for approval/signature.

**NB:** Incomplete applications will be ineligible for consideration for a travel grant