



NPI Annual Conference Scholarship Program

Eligibility and Requirements

- All members of NPI in good standing at the time of application are eligible
- Award recipients must commit to one of the following volunteer opportunities:
 - Registration desk assistance (one hour per day, minimum)
 - Session moderation (one session per day, minimum)
 - Certificates for volunteer hours will be provided for use in certification and recertification

Budget

- Up to \$3,000 annually
 - Amount of funding established in annual budget process

Scholarships Available:

- Multiple scholarships of up to \$1,000 each for conference attendance and related expenses
- Number of scholarships awarded dependent on annual available funds

Examples of Registration Fees and Reimbursable Expenses:

- Full conference registration
- Airfare in accordance with Travel Policy
- Hotel room nights at host hotel in accordance with Travel Policy

Application:

- Type of registration requested
- Travel expenses requested, type and not to exceed amount (i.e. airfare, hotel)
- Completed application form including:
 - Description of benefit to applicant
 - Description of benefit to applicant's staff and peers
 - Conference volunteer commitment

Review and Approval:

- Professional Development Committee is responsible for review and approval
- Deadline for receipt of applications is July 1st of each year
- Award announcements will be made on or before July 15th of each year
- Partial funding or full funding of individual applications may be approved, as deemed appropriate and as funds are available, at the Committee's discretion
- Professional Development Committee Chair is responsible for notifying applicants and Executive Director of results of review
- Professional Development Committee Chair is responsible for providing copy of approved application to Executive Director for reimbursement reconciliation

Award Reimbursement:

- Applicant completes and submits the Payment and Reimbursement Request Form



Conference Scholarship Program Application

Application Due Date: September 1, 2022

Submit completed application to Brandon Harper at b.harper@ttu.edu

Applicant Information Name: Title: Agency: Address: Telephone: Email:	
Are you a first time applicant for a scholarship through NPI?	
How long have you been a member of NPI?	
Have you served on NPI Teams and Committees? If so, for how long?	
Are you an AEP Award recipient?	
What commitment will you make to volunteer at the conference? <ul style="list-style-type: none"> ▪ Registration desk assistance (one hour per day, minimum), or ▪ Session moderation (one session per day, minimum) State commitment:	
Describe the benefit of attending the Conference to you.	
Describe the benefit of attending the Conference to your staff and peers.	
Amount of request	\$
Description of expense	