

## 2019 POLICY FOR MSI TRAVEL GRANTS FOR ATTENDING THE PHYSTEC ANNUAL CONFERENCE

The following detail the policy for awarding Travel Grants for faculty from Minority Serving Institutions (MSIs) to attend the PhysTEC Conference.

- An institution is considered an MSI if a specific underrepresented minority group constitutes at least 25% of the total undergraduate enrollment. Lists are available on the Department of Education and Hispanic Association of Colleges and Universities websites.
- Each award is up to \$1000, which may be split between faculty members at an institution.
- The funds are distributed as reimbursement for travel costs. Allowed expenses are detailed in the [APS Grant Travel & Expense report](#).
- Recipients must be from a Coalition member institution.
- There is a limit of one award per institution per year. Repeat awards may be given if the attendee can demonstrate sufficient outcomes from previous awards.
- PhysTEC currently-funded are not eligible.
- The grant can be used for travel and hotel expenses, but not food.
- Registration fee is waived for a single attendee from the institution. Additional attendees from the institution will need to pay registration fees.
- Students and high school teachers are not eligible. The grant is intended to support faculty who work in or are interested in physics teacher education.
- Recipients are expected to stay in the conference hotel.
- We ask faculty to demonstrate the potential usefulness of the grant using application questions about their current physics teacher education efforts and what they would gain from attending the conference.
- After the conference, Travel Grant Recipients are requested to write a two-paragraph summary of what they learned at the conference.