

## DR. LISA BARLOW MEMORIAL TRAVEL GRANT GUIDELINES



1. **Overview.** The Annual TESOL Arabia International Conference provides limited financial support to help individual eligible TESOL Arabia members attend the Annual International Conference in the UAE. The grant is administered by the Dr. Lisa Barlow Memorial Travel Grant Committee which is composed of the Conference Chair, who acts as the Committee Chair, the Proposals Chair, and three ordinary members of TESOL Arabia in good standing appointed at the discretion of the Chair. This Committee will field all applications.

2. **Current Limitations and Constraints.** Given funding limitations, the following constraints are necessary:

- a) Financial support available through the Dr. Lisa Barlow Memorial Travel Grant is currently a flat AED1,000. TESOL Arabia expects that the applicants will apply for other funds and use some of their own resources. This enables the allocated resources to benefit more members.
- b) There is no absolute entitlement to money in any given year and when the funds are depleted no further applications will be accepted.

3. **Eligibility.** All current members of TESOL Arabia resident outside the UAE who have had a paper accepted for the Annual International Conference are eligible to apply for funding.

4. **Applying for a Dr. Lisa Barlow Memorial Travel Grant.**

- a) Applicants are requested to complete the online application in full. This will automatically be sent to the Chair of the Dr. Lisa Barlow Memorial Travel Grant Committee when it is submitted.
- b) The deadline for applications is 15th January for that year's conference.

5. **Criteria for Awarding the Dr. Lisa Barlow Memorial Travel Grant.** Funding is evaluated and awards made based on the following criteria:

- a) the rating given the applicant's proposal by the Proposals Committee
- b) the applicant's number of years membership of TESOL Arabia
- c) whether the applicant has previously received money from TESOL Arabia in the form of a PDC Grant, a Dr. Lisa Barlow Memorial Travel Grant or a TESOL Arabia Travel Grant.

In all cases, decisions made by the Committee are final and no correspondence regarding decisions reached will be entered into.

6. **Payment of the Dr. Lisa Barlow Memorial Travel Grant.** All grants will be paid in cash (AED dirhams) at the conference site.

7. **Responsibilities of the Grantee.** Before the payment of the Dr. Lisa Barlow Memorial Travel Grant can be made, the grantee must have submitted receipts equal to the value of said grant.