

Simon Professional Travel Grants

Support for HAESF Alumni and the Exchange of Global Ideas

Dear HAESF Alumnus/a,

Thank you for your interest in a Simon Professional Travel Grant.

The grants honor Elizabeth Simon, who served as HAESF Executive Director from inception in 2004 through 2018, and align with the HAESF mission to strengthen ties between the United States and Hungary.

Designed to enhance the impact of your HAESF Fellowship, the program will provide a limited number of grants to facilitate travel to the U.S. to participate in professional conferences or short-term professional development opportunities.

Eligible applicants are alumni of the Professional Internship and Senior Leaders and Fellows programs who currently live and work in Hungary. Grants are intended to facilitate travel that would not otherwise be funded through your employer or other institution. Funded travel must be completed by September 30, 2019.

Successful proposals will show:

- How participation will benefit your individual professional development
- How you will share the knowledge and experience gained with your organization upon return
- How your participation will promote the exchange of ideas between Hungary and the U.S.

To apply, submit your completed application form to me at llyons@ciee.org.

Sincerely,



Laura Lyons
Director, Exchange Foundations
Council on International Educational Exchange (CIEE)
300 Fore Street
Portland, ME 04101

phone: +1-207-553-4130
mobile: +1-207-252-9745
email: llyons@ciee.org
website: ciee.org

Section I: Applicant

<input type="checkbox"/> Senior Fellow	<input type="checkbox"/> Professional Intern	Fellowship Round (e.g. Spring 2015):
Name:		
Employer/home institution:		
Email address:		
Phone:		

Section II: Event Summary

Conference or event title:
Date(s):
Location:

Personal statement

Describe the significance of the conference you would like to attend. Describe how participation will advance your career or research interests. Describe the benefit of your participation to your home institution or organization and any opportunities to further Hungarian-U.S. collaboration. If you will participate as a presenter, please describe your topic and the likely composition and size of your audience. Finally, in your statement confirm that your participation is dependent on receiving a Simon Professional Travel Grant and will not be funded by any source other than your personal funds.

Section III: Budget—Simon Professional Travel Grant

Complete the chart below. Grants are intended to cover standard travel expenses as listed below. All amounts should be stated in USD. Use the comment section to provide documentation of the related expense.

Item	Amount (\$USD)	Comment
Expense Items		
International airfare		
Accommodation		
Registration fee		
Total amount requested		

Section IV: Terms and Conditions

The following section serves to outline the terms and conditions of receiving HAESF support for the professional travel proposal submitted. Please read the following information carefully and confirm that you have read, understood, and agree to these terms by signing and dating at the bottom.

1. The applicant named in Section I of the application is applying to receive funds from the Hungarian-American Enterprise Scholarship Fund (“HAESF”) through its administrator, the Council on International Educational Exchange (“CIEE”), to facilitate travel to the U.S. to participate in a professional conference in accordance with the proposal submitted.
2. The applicant selected by HAESF and CIEE agrees to receive funds to implement the proposal under the terms and conditions of the agreement (the “Agreement”).
3. The applicant assumes all responsibility for this proposal, including the suitability and reliability of the U.S. conference, the views expressed, and any and all contractual agreements between the U.S. conference sponsor and the applicant. HAESF and CIEE specifically disclaim any legal or financial responsibility for the applicant or arrangements between the applicant and the conference sponsor. This includes, but is not limited to, all travel before, during, or after the funded proposal by the applicant, the quality or availability of any entity that provides goods and services; lack of, access to, or quality of medical care that may be required; airfare and any refunds requested or required. The applicant, and neither HAESF nor CIEE, is responsible for his or her acts along with any resulting loss or damage associated with the funded proposal. Furthermore, the views expressed by the applicant are his or her own and do not represent the views of HAESF or CIEE.
4. Any documents released to the media or otherwise presented by the applicant regarding the funded proposal shall contain the message: “Participation is made possible by funding from the Hungarian-American Enterprise Scholarship Fund (HAESF). The views expressed are those of the participant and do not represent the views of HAESF. For more information about HAESF, visit www.haesf.org.”
5. No later than 30 days after participation, the applicant agrees to provide HAESF with a brief report describing his or her participation. The applicant agrees that videos and/or photographs made available by the applicant through public media channels may be featured on the HAESF website.
6. The applicant agrees to hold harmless HAESF and CIEE for damages or loss to any party associated with the funded proposal. HAESF and CIEE make no representation or warranty of any kind, expressed or implied, as to the suitability of the proposal, and HAESF and CIEE disclaim all such warranties to the full extent of the law.
7. HAESF and CIEE reserve the right to select a limited number of applicants to receive funding based on the findings of the selection committee as to which applicants best embody the values, goals, and objectives of HAESF.
8. Monetary amounts awarded to successful applicants may vary depending on the scope and location of the individual proposal. HAESF and CIEE reserve the right to adjust monetary awards at their discretion. Furthermore, HAESF and CIEE reserve the right to reject the application or refuse funding to any applicant that HAESF and CIEE do not deem appropriate to participate.
9. Should the funded proposal not come to fruition for any reason, the applicant agrees to immediately return all funds granted to implement the proposal.
10. Should any dispute arise regarding the applicant’s obligations arising out of or relating to this Agreement or any other Agreement between the applicant and HAESF or CIEE, the applicant, HAESF, and CIEE agree that they will attempt to amicably come to a reasonable resolution among themselves. To the fullest extent permitted by law, the applicant agrees that any controversy or claim (including any counterclaim and the arbitrability of any controversy, claim, or counterclaim) arising out of or relating to this Agreement or any other Agreement between the applicant and HAESF and CIEE, which cannot be resolved amicably after a reasonable attempt to negotiate such a resolution, shall be submitted to arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, as such rules may be amended from time to time. The award of the arbitrator shall be final and binding upon the applicant, HAESF, and CIEE, and judgment may be entered with respect to such award in any court of competent jurisdiction. Should any controversy or claim (including any counterclaim) aris-

ing out of or relating to this Agreement or any other Agreement between the applicant and HAESF or CIEE be found to not be arbitrable, the applicant agrees to the exclusive jurisdiction of the state and federal courts of the state of Maine for the resolution of any such dispute.

11. Selected applicants will be required to sign a document detailing the responsibilities associated with the award.

I agree

Name:
Date: