AAR Research and Education Foundation
Venture Fund for Affinity Groups

Guidelines and Application Instructions

Purpose
To support and invest in the missions of the respective AAR Affinity Groups, and to promote collaborative projects among Affinity Groups. Innovative projects are to be proposed by individuals through the AAR Affinity Groups, with the aim of addressing stated needs of one or more of those groups.

Budget
The budget will be determined by the AAR Research and Education Foundation Board of Directors on an annual basis. The funding level will usually be announced to the Affinity Groups during the AAR Annual Meeting.

For the 2024-25 budget year, the planned annual budget for the program is $10,000. Requests for an amount exceeding $5,000 will require a joint submission between two or more affinity groups.

Submission of Proposals
Each Affinity Group can submit up to 1 independent proposal per year as the sole recipient, with a maximum request of $5,000. However, there is no limit to the number of joint proposals that can be submitted in collaboration with other Affinity Groups. For a joint proposal, the maximum request is $10,000. Each proposed project will be funded for 10 months, but submissions for proposed funding continuation of an existing project are allowed.

Elements of Proposals
The proposals should be limited to 2 pages in length, and include all of the following elements:
- Title
- Objective
- Participating Affinity Group(s) and contact information of principle contact
- Body of Proposal
- Expected Impact for the Affinity Group(s) and for AAR
- Budget (AAR staff time needs to be budgeted if applicable. Cost estimates for staff time must be obtained prior to submission.)
- Process for assessment of impact
- Affinity Group President(s) signature(s) and letter(s) of support (Note: Letter of support is in addition to 2 page proposal)

Timing of Proposal Submission
Deadline will be July 12, 2024 at 12:00 noon Central Daylight Time (CDT). Submit proposals via this link: https://www.surveymonkey.com/r/XTY2GFC

Evaluation Committee
The committee with primary responsibility for evaluation of the proposals will be the AAR REF Long Range Planning Committee. The committee members will base their critical evaluations on several criteria, including the quality of the proposal, the likelihood of success of the proposed project, and the extent of impact upon the AAR and the Affinity Group(s). The final recommendations from this committee shall be submitted to the AAR REF Board of Directors by July 31.

Final Approval: The Board of the AAR REF will give final approval in August to allow for sufficient time for the selected proposals to be implemented by September 1.

Reporting of results: Each recipient shall submit a final report that details the results of the project. This report is to be submitted to the AAR program manager by June 30 of the year following the initial funding. Presentations at the subsequent AAR meeting are encouraged.

For more information, or questions about the Venture Fund, contact:
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