

# **Kaulele Project**

## **APPLICATION FOR FACULTY TRAVEL INSTRUCTIONS**

A partnership with the Kamehameha Schools, INPEACE and the Native Hawaiian Leadership Project

Kaulele means to “take flight and soar.” It also means “extraordinary, over and above the ordinary<sup>1</sup>”. Kaulele is a project in partnership with the Kamehameha Schools, the Institute for Native Pacific Education and Culture (INPEACE) and the Native Hawaiian Leadership Project. The Kaulele Project has an interest in expanding outreach to a variety of financial needs for Native Hawaiians that tend to be under funded and yet are crucial to our continued success in the educational arena. This outreach includes funding for Native Hawaiian faculty travel in order to disseminate educational research to broader audiences throughout our world. Travel awards **may** include air transportation, hotel accommodations and/or conference fees.

Kaulele maintains a preference for faculty members that are presenting research, where such presentation would enhance the instructors in their current positions and/or whose research is in an area pertinent to our Native Hawaiian communities and issues.

All completed applications need to be received in our office TWO MONTHS prior to travel to be fully considered. Awards will be announced at least two weeks before travel departure date. Time permitting, half of the award amount will be transferred to the recipient before travel and the remaining award amount will be remitted AFTER all travel documents and receipts have been submitted to the Kaulele office.

### Required Documentation Before Travel, if applicable:

- Completed Kaulele application
- Copy of abstract
- Letter of invitation
- One page statement describing presentation
- Current C.V. or resume
- Certified birth certificates (see application)
- Conference flyer or brochure
- Signed Letter of Acceptance (LOA) agreeing to terms of Kaulele Project (this will be sent to you with the award letter)

### Required Documentation After Travel, if applicable; due within one week of return:

- Receipt from airlines showing dates of travel and total cost
- Receipt from hotel showing dates of stay and total cost
- Receipt from conference showing registration fee PAID

At the time that award letters are sent out, a Letter of Acceptance (LOA) is also enclosed and required to be returned to us before any funds are transferred to the recipient. This LOA delineates the terms of the travel award and the expectations of both the awardee and Kaulele staff. Within this document, it states that if for some reason travel does not occur, the awardee will have to return to Kaulele all funds transferred to them in expectation of their travel. It also outlines the idea that each awardee should consult with their tax advisor as to whether this award is taxable to them. Awards will be limited to one per faculty member per academic year. Submissions are encouraged to be completed as soon as possible, as funds are limited and will be appropriated on a first-come-first-serve basis.

Should you have any questions, please direct them to [Manu.Kaiama@Hawaii.edu](mailto:Manu.Kaiama@Hawaii.edu) or call 945-1560.

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<sup>1</sup> The Hawaiian Dictionary, Revised and Enlarged Edition by Pukui and Elbert