



Houston Interpreters and
Translators Association

ANNUAL PROFESSIONAL SCHOLARSHIP

Scholarship description:

HITA Professional Scholarship is available to practicing interpreters and translators who are current HITA members, have been HITA members for at least 2 years, and have no less than 5 years of experience in the field of translation or interpretation.

The purpose of the HITA Professional Scholarship is to assist experienced translation and interpretation professionals in increasing their expertise, sharing knowledge with their peers, and developing the interpreting and translation profession.

The scholarship is a one-time grant in the amount of 300 USD awarded to one successful applicant based on the selection process described below.

The scholarship shall be used for attending translation and interpretation conferences where the applicant plans to present a paper or be a speaker, individually or in a panel. The scholarship will be issued in form of a check to reimburse the incurred conference registration fee in the amount up to \$300.

Scholarship eligibility and requirements:

- Scholarship applicants must be current HITA members who have been HITA members at least for 2 years.
- Scholarship applicants must be residents of the Greater Houston area, and practicing translators or interpreters with no less than 5 years of relevant professional experience.
- Scholarship applicants must use the scholarship to attend a professional translation or interpretation conference with the purpose of presenting a paper or being a speaker, individually or in a panel.
 - The presentation/paper must be relevant to the interpreting or translation profession and be eligible for Continuing Education credits from relevant professional organizations (e.g. ATA, JBCC, CCHI, etc.)
- Scholarship applicants must follow the instructions below regarding the scholarship timeline and the submission process.
- Scholarship candidates cannot be current members of the HITA Board.
- Successful candidates cannot re-apply for the scholarship in the future.
- Unsuccessful applicants can re-apply again in the next scholarship cycle.
- Scholarship recipients agree:
 - To have their name and photo published in HITA promotional venues and materials, including HITA website, newsletter, and social media;

- To acknowledge HITA and the sponsorship in their presentation material and speaker bios (with verbiage and logo agreed with the HITA Board), distribute HITA's promotional material, and promote HITA membership to the conference attendees;
- To submit an article about the conference and presentation to the HITA Board for publication in HITA promotional venues and materials, including HITA website, newsletter, and social media.

Scholarship timeline:

Application submission: June 1 – July 15

Selection process: July 15 - August 14

Award announcement: August 15

How to submit this application:

1. Make sure to answer all questions, check all relevant boxes, and complete all sections, then save this file with a name that includes your last name.
For example: Jane_Smith_2019 HITA Professional Scholarship.pdf
Incomplete applications will not be reviewed.
2. Only one application per person is allowed within a scholarship cycle.
3. Submit your application and your CV electronically via **email to scholarship@hitagroup.org**
4. Applications received after the stated deadline will not be reviewed.

Selection process:

- The HITA Board of Directors reviews *complete* applications submitted within the announced deadline.
- Applicants must meet the eligibility criteria listed above.
- Applicants must agree to all terms of Section 2 of the application (check all boxes and sign).
- HITA Board may contact finalists for an over-the-phone/teleconferencing interview as part of the selection process.
- HITA awards scholarships based on funds availability which is subject to change.
- HITA reserves the right to suspend, amend, or discontinue scholarship awards at any time and without notice.

SECTION 1 – Personal Information

Privacy Statement: HITA will not display or release any addresses, telephone numbers, or email addresses provided in this application.

1. Applicant's name:

First name: _____ Middle name: _____

Last name: _____

2. Main contact information:

Please specify: home business

Applicant's main email address for contact by HITA: _____

Telephone number: _____ Alternate telephone number: _____

Street address: _____

City: _____ State: _____ Zip: _____

3. Applicant's language pair of interpreting or translating:

4. Years of experience in translation and interpreting:

5. Specialization(s):

6. Certification, education, and other credentials:

SECTION 2 – Statements of Eligibility and Release of Liability

Please check all boxes to indicate your agreement and acceptance of terms and sign.

- I attest and confirm that I am eligible to participate in the HITA Professional Scholarship program as described in the section “Scholarship eligibility and requirements”.
- I attest and confirm that the information in Section 1 is true.
- I understand that a HITA representative may contact me for an over-the-phone interview in connection with this application as part of the selection process. I agree to be available for such an interview within 3 business days of the notification by HITA via email.
- I agree to be bound by the decisions of HITA, which shall be final and binding in all respects. HITA awards the scholarship at its sole discretion and may disqualify any applicant.
- I agree and consent to the use of my name and likeness/photograph in connection with any publicity, advertising, and promotional activities related to scholarship.
- If I am awarded a scholarship, I agree to be available for promotional activities (such as an over-the-phone, in-person or video interview, providing my photo in a digital format, etc.) scheduled at mutual convenience within 30 days of the date of award.
- I agree that if I am awarded a scholarship, I will attend a professional translation or interpretation conference and present HITA with proof of my attendance as a speaker in form of conference registration details, registration receipt, presentation materials, and pictures.
- I acknowledge and understand that HITA awards the scholarship only if necessary funds are available. HITA reserves the right to cancel the scholarship at any time.
- I agree to indemnify and hold harmless any and all directors, officers, and representatives of HITA from any and all liability arising in connection with this application and scholarship award.
- I certify that all of the information that I have provided in connection with this application is accurate and complete to the best of my knowledge and ability. I certify that I am the author of the Letter of Interest included in this application.**

I acknowledge that I have read all of the above statements in Section 2 and know and understand their contents.

Signature: _____

Date: _____

SECTION 3 – Letter of Interest

Your Letter of Interest (250-400 words maximum) should state your proposal and answer the following questions:

- Which conference do you plan to attend as a speaker and why?
- What is the topic and the purpose of your presentation?
- What makes you qualified to present on this topic?
- Will your presentation be eligible for Continuing Education credits by relevant professional organizations? If so, please list the organizations.

SECTION 4 – Bio and CV

Your bio should be a high-level summary of your professional credentials, experience, and accomplishments (not more than 150 words).

Your CV should list all relevant qualifications, experience, credentials, language pair, specializations, and examples of translation and interpretation projects that you worked on.

Please type your bio below and attach your CV to your application.

Thank you for submitting your application to HITA!