Conference and Workshop Award Guidelines

Purpose
This program offers partial support for research conferences or symposia scheduled to take place on one of the campuses of SIUE. This support seeks to encourage SIUE as a possible site for national, or international conferences, symposia, and workshops that have a research focus. It does not support professional development or training events.

Deadline
Reviews of proposals will occur in February, May, September, and November. Thus, the submission deadline is the last working day of the previous month. Events cannot occur sooner than in the fifth month after the month of review. For example, if your event will take place in July, you need to submit by at least the previous February.

All applications must be submitted through Kuali Build.

Eligibility
All full-time continuing members of the faculty may apply to the Conference and Workshop program. Staff members on continuing appointments who have served as an investigator or co-investigator on an externally sponsored grant are also eligible for this program. All qualified candidates are encouraged to apply, including minorities, women, persons with disabilities, and protected veterans.

Award Description
Maximum funding of $5,000 per application will be provided to support a single conference. Requests for faculty salary or course buyout are not allowed; all other line items are considered but must be fully justified.

Application Procedures
Applications must be made through Kuali Build. Incomplete applications will be returned. Applicants with disabilities desiring accommodations in the application process should contact the Office of Equal Opportunity and Access at (618) 650-2333.

Chair/Dean Notification
Notify your chair and dean that you will be applying for the Conference and Workshop Award and that they will be receiving a Kuali Build alert to review your application. Their approval in Kuali Build is needed before the ORP designated committee can review your application.

Budget Sections in Kuali Build
Ensure your project budget and budget justification sections in your Kuali Build application are complete and accurate. Your budget justification must indicate all items and the justification for the item’s inclusion. If there is additional support provided by other sources outside the Conferences and Workshops Program be sure to include them.

• Requested Budget Table: Ensure all entries are accurate and placed in the correct line item.

It is critical that the budget justification column be filled out in detail with a clear explanation of how it will be used. Justify the types of costs requested as well as the amounts in the budget justification column. Justification of the need for any off-campus expenses (e.g. meals) must be clearly documented.

After award, changes in items contained within budget lines or movement of funds between budget lines are not allowed without written permission from the Associate Dean for Research and Graduate Studies.

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- **Budget Summary Section(s):** If your event spans two fiscal years it will be necessary to break the budget out based on when the expenditures will occur. For each fiscal year the following information is to be entered.
  
  o Indicate the total cost of the event, including costs shared by other sources outside the Conferences and Workshops Program.
  o You are encouraged to seek external and internal sources of funding as appropriate for the proposed conference/workshop.

**Application Documents**
Complete the following and upload in your Kuali Build application as a single PDF document.

- **Application Cover Sheet:** This sheet is to be the first page of your PDF document. This form can be found on the Conference and Workshop website

- **Narrative (maximum 5 pages).**
  
  o Provide evidence of the research nature of the event, how it fits into the current scholarship of the discipline, and projected concrete scholarly outcomes from the event. Note that events that focus on professional development of practitioners is not the focus of this program. If the target audience is practitioners, indicate how scholarship is integrated (e.g., an active researcher will give a keynote address on the latest developments in the field and breakout groups will discuss how to implement those developments).
  o Describe the conference with enough detail to give reviewers a clear picture of the conference and allow them to evaluate the conference according to the review criteria.
  o Address how the activity(ies) will improve SIUE’s visibility, including an estimated number of SIUE and external scholars who will participate.

- **Timeline (maximum 1 page)**
  Provide a table indicating major milestones as well as deadlines for logistics.

- **Appendix**
  o Include correspondence with external organizations or individuals indicating their support of the event (e.g., a national organization or a keynote speaker).
  o Include information about the scholarship of or the curriculum vitae for identified, invited, or potential keynote or similar presenters.
  o Before including appendices besides the two listed above, contact The Graduate School to discuss appropriateness of the documents.

  *Note that items included in the Appendix should not be used to provide answers to the program guidelines but rather to supplement specific information provided in the application narrative.

**Terms and Conditions**
The submission of a final report (within two months of the conference/workshop) is required to remain eligible for Graduate School funding.

**Review Criteria**
Applications will be evaluated based on:
Conference and Workshop Award Guidelines

1. the potential impact of the conference, workshop or symposium on the intellectual/scholarly climate, particularly its originality and relevance to current needs of the discipline
2. the feasibility and clarity of the plan (including the timeline)
3. the appropriateness of the budget
4. the potential benefit to SIUE, including increasing the institution’s visibility.

Review Process
Proposals will be evaluated by a committee appointed by the Graduate School.
**Conferences and Workshops Budget Template**

If the project crosses fiscal years (July 1 – June 30), include one budget chart per fiscal year.

**Project Start Date:** ______________________  **Project End Date:** ____________________

*Specify all “other” costs.

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Total Conference Costs</th>
<th>Conference s &amp; Workshops Grant</th>
<th>Other Source: Name</th>
<th>Other Source: Name</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>GA or RA Support (enter total dollar amount)</td>
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<td></td>
<td>Undergrad Student (enter total dollar amount)</td>
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</tbody>
</table>

Commodities

Contractual Services

Equipment

Travel

Other*

**FISCAL YEAR 1:** FY __________

**FISCAL YEAR 2:** FY __________

<table>
<thead>
<tr>
<th>Type of Request</th>
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<th>Other Source: Name</th>
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</table>

Commodities

Contractual Services

Equipment

Travel

Other*

**TOTAL**