

Conference and Workshop Award Guidelines

Purpose

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 sixth month after the month of review. For example, if your event will take place in August, 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 or staff 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.

Conference and Workshop Award Guidelines

- **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.
 - Indicate the total cost of the event, including costs shared by other sources outside the Conferences and Workshops Program.
 - You are encouraged to seek external and internal sources of funding as appropriate for the proposed conference/workshop.

Narrative

Complete the following and upload in your Quali Build application as a single PDF document.

- **Description and Justification (maximum 5 pages).**
 - Provide evidence of:
 - the research nature of the event
 - how it fits into the current scholarship of the discipline
 - 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).

- 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.
 - 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.
 - **Line item budget justification**
 - For each type of request, justify the need and the amount.
 - Personnel: Graduate assistants must be paid according to the policies in the [GA Handbook](#). Student Workers must be paid the hourly [state minimum wage](#).
 - Commodities: This includes any supplies, software, human subject incentives, or pieces of equipment under \$5,000 per unit.
 - Contractual services: This may include telecommunications, a consultant/presenter, or purchased service.
 - Travel: This includes travel costs of participants.
 - Other: You must specify each additional cost.
 - **Appendix***
 - Include correspondence with external organizations or individuals indicating their support of the event (e.g., a national

Conference and Workshop Award Guidelines

- organization or a keynote speaker).
- Include information about the scholarship of or the curriculum vitae for identified, invited, or potential keynote or similar presenters.

*Note that items included in the Appendix is not to 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:

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 that meet the program eligibility requirements will be evaluated by a committee appointed by the Graduate School.