CONFERENCE GRANT PROGRAM
University Research Services & Administration
Application deadline April 15, 2016 only for conferences scheduled between July 1 – December 31, 2016

PURPOSE & GENERAL INFORMATION
The Conference Grant Program supports a limited number of small matching grants designed to aid in the organization and promotion of scholarly and research conferences hosted by Georgia State University’s faculty. Conferences must be national, international, or regional in nature (no local or state). The funded activities must constitute a significant official activity and be held on the campus of Georgia State University. Symposia featuring a panel of distinguished scholars brought to campus to present to Georgia State University’s faculty and students are typically not funded. The goal is to fund those conference activities that bring distinguished researchers and scholars to campus so that they become more aware of our research, scholarly programs, and facilities. Specific conferences are typically supported only once.

AMOUNT AND TIME FRAME
Conference Grants are limited to a maximum of $3,000 and funds must be expended within the approved budget period. Conference grants require at least a 1:1 cost match of funds (i.e. the grant budget cannot exceed 50% of the entire estimated budget for the conference).

GENERAL ELIGIBILITY
All full-time, tenured and tenure-track faculty from any academic discipline in the University may submit conference proposals. Faculty members may only receive one conference award per year.

APPLICATION INSTRUCTIONS
The application will consist of a budget, a budget justification, and no more than a two-page, single-spaced written narrative addressing the following:
• A short description of the nature of the conference or rationale for the conference (must provide specific evidence that this is a national, international or regional level conference);
• A justification describing the benefits and potential for broad impact of hosting the conference at Georgia State both to the university and to those at GSU in the represented field(s) of work;
• A brief marketing/advertisement plan (e.g. website, emails, mailings, etc.);
• The audience for which the conference is intended and expected number of attendees, including expected number of attendees from Georgia State and others from outside the state and the U.S.

Access to application forms
Applications for Conference Grants must be submitted online via the Research Portal. You can log into the Research Portal by clicking on this item in the webpage menu at: http://ursa.research.gsu.edu and selecting Internal Grants Program in the dropdown menu. Log in using your Campus ID and Password. To begin your submission, click on
“Submit New Application” and select the Conference Grant from the menu. This will bring you to the online form and instructions for submitting your Conference Grant application.

**Drafting and submitting the application**

Note, that you may begin your submission and “Save A Draft” each time you input information until you are ready to complete the submission. Once you select “Submit Application,” the application will be routed to the persons you specify in the WORKFLOW section on the online form, and the Applicant will be notified by email that the application has been submitted for internal approvals.

**Routing the application for approvals**

Internal Conference Grant proposals only require approval by the PI(s) and the department chairs / unit heads who will be contributing funds towards the conference. These proposals **DO NOT GET ROUTED TO OSPA**. Applications are routed electronically from the Research Portal once the proposal has been submitted with approvers names listed in the WORKFLOW section of the online application page. Each approver listed in the routing workflow will receive an email notifying them that the application is on their Task List in the Research Portal waiting for their approval. Applicants do not need to do anything to make sure the application is routed, however it is the responsibility of the Applicant to check the status of their application in the Research Portal to make sure that the routing is completed by the submission deadline. To check the status of an application, the Applicant should click on the item under “Your Submissions” on their personal the Research Portal homepage and check the status beside this item. The Applicant can follow-up directly with the person or Office where an application is currently “sitting” if the application approval needs to be expedited. If any of the approvers listed in the routing workflow reject the application, they will be guided to provide specific feedback as to why the application was not approved and an email will be sent directly back to the Applicant to address the issue.

**Completion of submission**

Once all approvals have been completed, an email will be sent to the Applicant to notify them that their application has been “successfully submitted.” The office of the Internal Grants Program in URSA will also receive an email that the application has been received and awaits the formal review.

**BUDGET AND JUSTIFICATION**

Grants are limited to a maximum of $3,000 per conference and require at least a 1:1 cost match of funds (i.e. the grant cannot exceed 50% of the entire estimated budget for the conference). Applicants should secure cost-share for expenses to be provided for the conference from other sources. All cost-share should be documented in the proposal by providing letters of commitment or some other official documentation showing the secured cost-share from other organizations (e.g. department, college, external organizations, etc.).

Funds may be used to pay for invited speakers or other attendees to travel to Georgia State for the conference, for participant remuneration or honoraria. Support may also be requested for graduate research assistants, student assistants, or other types of assistance with the planning and implementation of the conference. Support may be requested for supplies, equipment rental, space rental, food and beverages, parking for participants, security, and other on-site expenses. A budget format is included in these guidelines for instructional purposes.
The budget should include only what the applicant will use the requested amount for (do not include how other matching funds from other sources will be spent). A budget justification must be included for each budget item listed in the requested budget. All items should be justified in terms of why they are important to the success of the conference and its outcomes.

**REVIEW PROCEDURES**

Awards are made based primarily on the adherence to eligibility requirements, documented benefits and impact of hosting the proposed conference at Georgia State from the information provided in the proposal. In addition, consideration is taken on how funds will be spent and the level of importance budgeted expenses have towards securing these benefits and impact. For example, a budget that proposes to spend award funds on give-away items to attendees is not considered to be critical to impact or benefit. The proposer must also provide clear evidence that matching funds have been secured or the proposal will not be considered for funding.

**INFORMATION**

Further information about the Conference Grant described in this announcement may be obtained by contacting:

Dr. Kelly Stout  
Associate Director, Special Research Initiatives  
Georgia State University  
University Research Services & Administration  
229 Dahlberg Hall Building  
Email: kpowellstout@gsu.edu  
Phone: 404-413-5475
CONFERENCE GRANT BUDGET FORMAT

**Note:** This is not a form that must be used, but simply to provide a guideline on how to format your budget page for this proposal. Each item should be justified in the budget justification.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/Assistant(s) (list each person, title, and amount to be paid)</td>
<td></td>
</tr>
<tr>
<td>Equipment and Space Rental</td>
<td></td>
</tr>
<tr>
<td>Supplies&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>Food and Beverages&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>Other (specify in budget narrative)</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT TOTAL</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

<sup>1</sup> Supplies may include, for example, name badges, on-site printer supplies, printed materials for attendees, etc.

<sup>2</sup>Please specify if alcoholic beverages will be included; however it is recommended that these funds not be used to purchase alcohol.

**Note:** Each item should be justified in the budget narrative.