CONFERENCE GRANT PROGRAM
University Research Services & Administration
Application deadline October 2, 2017 only for conferences scheduled between January 1 and June 30, 2018

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 community conferences will be considered). The funded activities must constitute a significant and official activity and be held on the campus of Georgia State University. The goal is to fund those conference activities that bring distinguished research scholars and other professionals and students to campus to interact with GSU faculty and students so that they become more aware of our research and scholarly programs. Conference activities seeking only to bring in outside speakers to present to Georgia State University faculty and students or programs that promote pedagogy and not research are typically not funded. The goal is to fund those conference activities that increase the visibility of programs, faculty, and students at Georgia State to the rest of the region, nation, and the world. It is strongly encouraged that the purpose of the conference be linked to the University's and/or College's Strategic Plan.

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). Matching funds must be secured at the time of application for this award.

GENERAL ELIGIBILITY
All full-time, tenured and tenure-track faculty from any academic discipline in the University who have at least 40% of their workload attributed to research may apply. Faculty members may only apply for and receive one conference award within a one-year period. Specific conferences are typically supported only once.

APPLICATION INSTRUCTIONS
The application will consist of an itemized budget, a budget justification, and no more than a 3-page, single-spaced written narrative addressing the following four points:

- 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 description of the specific benefits to the university and its faculty, staff and students and other broader impacts of hosting the conference at Georgia State, both to the university and its employees and students. Describing how the conference aligns with the University's Strategic Plan is strongly encouraged;
- A description of the audience targeted for which the conference and expected number of attendees, including expected number of attendees from Georgia State
and others from outside the region, the state, and the U.S.;

- A brief marketing/advertisement plan to ensure access to the targeted audience for the conference (e.g. website, emails, mailings, etc.); Use bullets; Some questions to address might be, "How will you advertise this conference to your target audience?" What methods will you use to try to ensure that you reach the goal for number of total attendees?;

- A 1-to 2-page itemized budget and budget justification showing projected costs; Specify how the $3,000 award is expected to be used in the budget. (See further instructions below);

- Letters/official emails from all sources providing financial support for the conference stating amount of support they are providing (not included in the page limit) provided as an appendix.

All parts of the final proposal must be combined into a single PDF or Word document to be uploaded onto the online application form.

**Access to application form**

Applications for Conference Grants must be submitted online via the Research Portal. You can log into the Research Portal at: [http://researchportal.gsu.edu](http://researchportal.gsu.edu). Log in using your Campus ID and Password. Once you log in, select Internal Grants in the left navigational menu. To begin your submission, click on “Create 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 for approvals, 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 host PI(s) and their department chair(s). Approval of the actual proposal is not required from other GSU departments or units and sources outside of GSU that are contributing funds for the conference as their approval will be implicit in the letters of support they provide that should be attached to the application (see above).

*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 in the Research Portal waiting for their approval (the email will be provided direct link to the approval page). 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 approvers complete their approvals by the deadline.
To check the status of an application, the Applicant should log in to the Research Portal, go to Internal Grants and click on “My Submissions.” 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. Re-submission of any altered application will require that the application go through the entire routing process again for final approvals.

**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 Internal Grants Program staff in URSA will also receive an email that the application has been received and is “pending 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 must secure matching funds for expenses for the conference from other sources prior to submitting the application. All matching funds should be documented in the proposal by providing letters of commitment or some other official documentation showing the secured funds from other organizations (e.g. department, college, external organizations, etc.). These letters or emails can be added to the application in an appendix.

Funds from this award should be budgeted only for things that are critical to the impact and benefits of the conference. Funds may be used to pay for invited speakers or other attendees to travel to Georgia State for the conference, for participant remuneration or for 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 for meals that will be provided to attendees, parking for participants, security, and other on-site expenses. Funds should not be requested for give-away items, coffee breaks, or any items considered not critical to the impact or benefits of the conference. A budget format is included in these guidelines for instructional purposes.

The budget submitted should include the entire budget for the conference and should highlight the items to be covered by these funds if awarded. 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 and the compelling nature of the documented benefits and potential impact of hosting the proposed conference at Georgia State from the information provided in the proposal. In addition, consideration will be made regarding how funds will be spent and the level of importance budgeted expenses have towards securing these benefits and impact. The
applicant must also provide clear evidence that matching funds have been secured or the proposal will not be considered for funding. Finally, funding decisions will take into consideration applications that have received funding previously through this mechanism, that overlap in topic or that are from the same discipline with preference towards greater representation for funding across a breadth of topics and disciplines.

Reviews will be conducted by the Senate Research Subcommittee on Internal Grants.

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
58 Edgewood Avenue, Room 377
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>Supplies¹</td>
<td></td>
</tr>
<tr>
<td>Food and Beverages²</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>

¹Supplies may include, for example, small equipment rental, space rental, food, beverages, printed materials for attendees, etc.
²Please specify if alcoholic beverages will be included; however, it is recommended that these funds not be used to purchase alcohol unless a strong justification can be provided.

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