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, research conferences hosted by Georgia State University’s faculty.

- Conferences must be national, international, or regional in nature (conferences should clearly attract audiences and participants from outside the state of Georgia in reasonable proportion to those from inside Georgia)
- 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 and potentially to foster research collaborations. 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. When the awards are made, they will typically begin up to two months before the scheduled conference and close by two months after the scheduled conference. The award period will be specified in the award notice and may be adjusted as needed.

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. Priority is given to conferences that have not previously been supported through this mechanism.

APPLICATION INSTRUCTIONS
Narrative
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:

1. 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);

2. 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 stronger encouraged;

3. 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.;

4. 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?”

Attached to the narrative should be 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). In addition, 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. See more details about online form and submitting the application below.

**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 for this proposal (up to $3,000). All items should be justified in terms of why they are important to the success of the conference and its outcomes.

**Access to application forms**
1. Log into the Research Portal at: [http://researchportal.gsu.edu](http://researchportal.gsu.edu) using your Campus ID and Password.
2. Once you log in, select Internal Grants in the left navigational menu.
3. To begin your submission, click on “Create New Application” and select Conference Grant from the menu.
4. This will bring you to the online form and instructions for completing, routing, and submitting your Conference grant application. The online application form is one page only.

**Drafting and submitting the application**
1. Complete all items required on the online application form. Add only names of the key faculty hosts of the conference (no more than 5).
2. Upload and attach your final and complete proposal narrative and budget with all appendices as a single PDF file.
3. You may begin your online submission and “Save Changes” if you want to go back later to complete the application. When you go back in to work on a saved draft, you will find it listed under “My Submissions” in the left navigational menu.
4. Fill in the “Workflow” section of the online application form using only as many lines as there are people who have to approve the application. Only the additional key faculty hosts listed on the form and the host department(s) chair(s) need to approve.
5. The applicant is responsible for officially submitting the final application. A saved draft is not considered a submitted application.
6. Once you select “Submit,” notifications will automatically be emailed to the people listed in the approval workflow. They will be directed to approve the application online through the Research Portal. The Applicant will receive an email notification when the approvals are completed and the application is officially “submitted.”
7. It is the responsibility of the applicant to check the status of their application in the Research Portal (under “My Submissions”) to make sure approvals are completed and to make sure the status of their application in the Research Portal reads ‘Submission Complete.’ Follow up with approvers directly to remind them to get approval done.
8. If an approver rejects the application for any reason, the applicant will receive an email notice with the reason it was rejected. The applicant can go into the Research Portal to revise the submitted application and submit it again for approval.
9. If someone listed in the workflow cannot access the system to approve online for any reason, they may send an email approval to our office ([internalgrants@gsu.edu](mailto:internalgrants@gsu.edu)).

**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
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>PROJECT TOTAL</td>
<td>$</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.