CONFERENECE GRANT PROGRAM
University Research Services & Administration
Application Deadline: 30 days prior to scheduled conference

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 regional, national, or international in nature. 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. Conferences are typically supported only once. Further, applications to support a conference that has been supported in the past must present a compelling reason why it should be supported again.

AMOUNT AND TIME FRAME
Conference Grants are limited to a maximum of $3,000 and funds must be expended within the selected budget period. These funds are obtained from the Georgia State University Research Foundation. Conference grants 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).

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 Grant every other calendar year and may not receive funds for the same conference more than once unless a compelling justification is presented.

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 (note if this conference is linked in any way to a larger regional or national conference);
• A justification describing the benefits and 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 university, Atlanta, the state or the U.S.

Access to application forms
Applications for this internal grant must be submitted online via the Research Portal in Sharepoint. You can log into the Research Portal by clicking on this item in the webpage.

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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 type of internal grant application you are submitting. This will bring you to the online forms and instructions for submitting your internal 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 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 grant applications should be routed to the same persons as external grant applications except the final approver will be the applicant's Dean's office and the application does not get routed to OSPA. Please check with your Departmental or College grants administrator to determine who needs to be listed in the routing workflow for your internal grant application before you submit the application. Applications are routed electronically and email notices sent to all approvers. Each approver listed in the routing workflow will receive an email (sequentially in order of how they are listed) 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 and routing**

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 Manager 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
The Associate Director for Special Research Initiatives awards funding to proposals based primarily on the benefits and impact of hosting the proposed conference at Georgia State from the information provided in the proposal. 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(^1)</td>
<td></td>
</tr>
<tr>
<td>Food and Beverages(^2)</td>
<td></td>
</tr>
<tr>
<td>Other (specify in budget narrative)</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

\(^1\) Supplies may include, for example, name badges, on-site printer supplies, printed materials for attendees, etc.

\(^2\) 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.