

UNIVERSITY AT ALBANY CONFERENCE SUPPORT AWARD FALL AND SPRING, 2013-14

GENERAL INFORMATION

The University at Albany Conference Support Award is available on a competitive basis to support research conferences organized by University at Albany faculty. This award is designed to fund the direct costs of the conference, and should not be used to publish proceedings, to purchase food or refreshments, or purchase or maintenance of office equipment. The conference support award should not be considered as a replacement for events which have lost fiscal support of the department or school.

At minimum, conference organizers must demonstrate the following in order to be eligible for consideration:

- A substantial amount of the support from sources other than the applicant's Department Chair and Dean. The budget identifies and itemizes all sources of support and demonstrates that there is a sufficient amount available to make the event financially feasible.
- Documentation of matching support from the applicant's Department Chair and Dean. Matching support should be in addition to the amount requested.
- An appropriate registration fee to help defray conference expenses. In those instances where it may be expected that assessing a registration fee would discourage the participation of particular groups (e.g., graduate or undergraduate students), such fees may be reduced or waived for these groups, with justification for the requested reduction or waiver provided in the application.
- On-going outside sources of support in addition to University-based investment, if seeking support for continuing events.
- Should not be a recipient of a conference support award in any of the past 12 months.
- Must, where possible, apply for a conference support award no later than one semester before the proposed conference is to be held.
- Conferences eligible for this award must be held at UAlbany and/or in the immediate Capital District in order to maximize the visibility of the University to national and international conference participants and to allow as many UAlbany students to attend the conference as possible.

Applicants should provide a brief explanation of what the consequences will be if (a) the amount of support that is awarded is reduced from the requested amount, or (b) if no award is made.

AWARD AMOUNTS

Actual awards may vary depending on the number of activities recommended for funding from the limited pool available and on the particular nature of the activity. In general, requests for conference support with the following attributes will receive highest priority, and may be granted **up to \$2,500** in research support:

- sponsored by nationally ranked departments;
- speakers are internationally recognized;
- potential for casting the University in a national/ international leadership role; and,

- represents collaborations with other academic and research units, particularly units beyond the campus.

Requests for conference support with the following attributes will receive second highest priority and may be granted **up to \$1,500** in research support:

- involves the participation of a substantial audience at the regional and/or national level; and,
- allows for enhanced visibility for the University.

REVIEW PROCESS

The Office of the Vice President for Research sends the call for proposals to the Deans and Department Chairs.

Applicants should submit an original application plus specified copies to the Department Chair by the deadline noted. The Department Chair will then forward the application packet, including supportive documentation, to the Dean. The Dean will forward the original plus specified copies of all documents, including the supportive documentation, to Elizabeth Rooks, UNH 307A for review by the University Council on Research. The Council on Research will review the proposals and make funding recommendations to the Vice President for Research.

APPLICATION REQUIREMENTS

All application packets should be [submitted in the order noted](#) and should contain the following:

1. Application Cover Sheet – complete in entirety.
2. Itemized Budget - complete in entirety.
3. Budget Justification
4. Financial statement detailing expenditures funded from prior award (s) if you are requesting support for “repeat” events, biennial or annual conferences.
5. Letters of recommendation from the Department Chair and Dean indicating the matching support.
6. Summary vitae of conference organizers (2 page limitation for each)
7. Printed announcement and/or program drafts of pending conference.

Calendar

DESCRIPTION	FALL	SPRING
Applicants submit the original application plus five (5) copies to the Department Chair	October 7, 2013	February 7, 2014
Department Chairs submit applications and copies to the Dean	October 11, 2013	February 14, 2014
Dean submits the original plus five (5) copies of the application packet <u>and</u> supportive documentation to the Office of the Vice President for Research for Council on Research review.	November 11, 2013	March 7, 2014
Vice President for Research notifies applicants	January 6, 2014	April 4, 2014

**UNIVERSITY AT ALBANY CONFERENCE SUPPORT AWARD
APPLICATION COVER SHEET**

Please complete the application cover sheet in entirety; do not leave any of the sections blank. If a section does not apply, please put N/A. Attach separate sheets, if necessary.

Name of Applicant _____

Applicant's e-mail address _____

Title of Conference _____

Date and Location of Conference _____
date location

Conference Organizers

Name	Department	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Non-University Sponsor _____

Description of Conference - explain the purpose of the conference and how it will relate to the research, academic, or international programs of the University (attach a separate sheet, if necessary).

Conference Format (check all that apply)

- Panels _____
- Lectures _____
- Discussion groups _____
- Other (please explain) _____
- _____
- _____

Anticipated Number of Attendees and their status (i.e., faculty, students)

Percentage distribution of audience

National _____
International _____
Local _____

List names and affiliations of speakers and the basis for their selection

Name	Affiliation	Selection Criteria
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe plans for publishing the proceedings, if applicable.

Conference Evaluation – please explain how the conference will be evaluated.

CONFERENCE ITEMIZED BUDGET

Note: For applicants requesting support for a conference whose principal source of funding is participants' dues, the amount of support awarded will be a maximum amount, contingent on the actual income and costs incurred. The applicant will submit a final statement of income and costs after the conference is held, so that if income is greater, or costs less than estimated, the size of the actual award can be reduced to avoid producing surplus income and to achieve a zero balance.

INCOME & OTHER SUPPORT

a. Registration Fee X Number of Participants \$ _____
 \$ _____ X _____

b. Conference support from external agencies \$ _____
 as of application date
 Agency Amount
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

c. UAlbany support as of the application date \$ _____
 (do not include Conference Support Award
 for which you are applying)

Unit	Amount
School/College	\$ _____
Department	\$ _____
Other (please explain)	
_____	\$ _____
_____	\$ _____

TOTAL INCOME AND OTHER SUPPORT \$ _____

ANTICIPATED EXPENSES

a. Supplies \$ _____
 b. Printing \$ _____
 c. Typesetting \$ _____
 d. Postage \$ _____
 e. Copying \$ _____
 f. Telephone \$ _____
 g. Other (please explain) \$ _____

TOTAL ESTIMATED EXPENSES \$ _____

Amount Requested from the Conference Support Award	\$ _____
---	----------

Note: The estimated budget should show a zero balance after entering the amount of the award requested.

BUDGET JUSTIFICATION STATEMENT

In the space provided below, please provide rationale for all of the expenses listed in the budget itemization. Describe how the award will facilitate the conference expenses.