



GRANTS TO SUPPORT INTERNATIONAL CONFERENCES AT UW

- CALL FOR PROPOSALS -

The Center for Global Studies aims to raise UW's international profile for its outstanding research and creative activity by encouraging and supporting international conferences to be held at the University of Wyoming. To that end, we have developed a seed/planning grant program. Apply NOW for funding to support a conference in 2021-22, 2022-23, or 2023-24. The funding will be available to you in the year of your conference, and will enable you to launch your planning or your conference bid this year.

The following seed grants* are open for competition NOW with a deadline of May 31 2021:

- 1) 2021-22: total of \$10,000 budgeted to support smaller conferences.
 - Given the short lead time, these grants may be best used to leverage conferences with international partner institutions that include a relationship-building goal.
 - Due to COVID circumstances, proposals may include virtual elements.
 - We aim to support up to two conferences at \$5000 each, or one at \$10,000.

- 2) 2022-23: total of \$10,000 budgeted to support an open-call conference that aims to accomplish international participation.
 - Most do-able in the time may be a themed conference.
 - In-person on-campus conferences strongly preferred.
 - We will support one conference.

- 3) 2023-24: total of \$10,000 budgeted to support an open-call conference that aims to accomplish a substantial international participation.
 - Given the longer lead time, this grant is best used to host a conference for an international organization.
 - In-person, on-campus conferences only.
 - We will support one conference.
 - This award is provisional, and depends on confirmation of the event by one year previous to the intended 2023-24 meeting date.

You may apply for ONE of 1, 2, OR 3.

Conferences may take place at any time in the given financial year.

Funds will be disbursed only during the year of the scheduled conference, and subject to the UW financial calendar.

Funds may be disbursed only for expenses typically recognized by UW for such events.

REQUIREMENTS

- Applicants must be members of the university faculty, research staff, or its centers or institutes.
- Proposed conferences must include significant involvement from non-U.S. based participants.
- Proposed conferences must include organizational assistance from UW colleagues (team build).
- Proposed conferences must include significant participation from UW colleagues.
- The conference should advance or showcase UW's international research and/or creative activity.
- The conference should be hosted from/take place at UW.

EXCLUSIONS

- Funding may not be applied for salary replacement or summer stipends for organizers.
- Funding will not be allotted to conferences held at other institutions.

PROPOSAL FORMAT

- Cover sheet, listing Primary Faculty, Unit, Request under category 1, 2 or 3, Conference Title, anticipated Conference Schedule, draft planning schedule.
- Proposal narrative of no more than two (2) pages, detailing the proposed conference, its purposes, makeup, and steps for which financial support will be needed.
- Detailed, feasible and cost efficient budget (using the attached template from CGS), with justification for expenditure of requested funds.
- Indication of any existing or proposed funding from other sources that may assist to bring the project to completion.
- Letter of support from a relevant UW administrator indicating how the proposed conference contributes to that unit.
- If applicable, support letters from international partner organizations
- If a bid for an association conference is intended, include the relevant organization's call for such bids.

EVALUATION CRITERIA

- Degree to which the proposed conference contributes to the advancement of international research collaboration at UW.
- Overall viability, relevance, and proposed deliverables of the conference.
- Logistical strength, and attention to UW protocols for hosting, budgeting etc.
- Cost efficiency and budget justification.
- Contribution to current or developing UW international strategic partnerships.
- Professionalism of proposal.
- Qualifications and extent of UW hosting team.

All conferences supported by this grant must be branded throughout as part of the "CGS International Conference Series" following protocols provided by CGS.

DEADLINES

Final Submission: May 31, 2021 for submission of complete proposals.
Preproposals: Up to March 31 2021, proposals may be sent for input to:
Director CGS, Caroline McCracken-Flesher, cmf@uwyo.edu
Program Coordinator, Shawn Bunning ShawnB@uwyo.edu

Notifications to applicants: June 30 2021.

OPERATIONAL CONSIDERATIONS FOR RECIPIENTS

- Awardees will be responsible for all logistics, organization and implementation of the grant.
- Awardees will keep CGS informed of project implementation through the period of the grant.
- Any changes to proposed activities must be approved in advance by CGS.
- Grant funds will be managed and accounted for by CGS in coordination with award recipients.
- Funds will be disbursed subject to UW standards for applicable expenses.
- Where appropriate, keynotes and a selection of panels should be recorded for CGS archives and publicity purposes.
- Grant recipients may be asked to participate in brief videos in advance of or after their conference to showcase the event and its achievements for UW and CGS.
- Grant recipients must submit a final outcomes report within 6 weeks of the conclusion of the conference program. The report should include a conference program, a brief narrative of achievements, a report of grant funds requested and disbursed, and photographs and short statements suitable for CGS publicity purposes.

* **Conference Grants are supported through Academic Affairs, and an allocation from the Simpson Fund.**