



GRANTS TO SUPPORT INTERNATIONAL CONFERENCES AT UW Center for Global Studies / Research and Economic Development Division

- CALL FOR PROPOSALS FOR **FY 26** EVENTS

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 FY26 (F25-S26).** 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.

APPLICATION DEADLINE: Jan 15 2024

- 1) **2025-26 (FY26):** total of \$10,000 budgeted to support an open-call conference that aims to accomplish a substantial international participation.
 - All funds to be expended by **May 31st 2026**
 - Given the lead time, this grant could be used to host a conference for an international organization.
 - In-person on-campus conferences strongly preferred; conferences using UW facilities in Wyoming also considered.
 - We will support one conference.
 - This award is provisional, and depends on confirmation of the event by one year previous to the intended event.

Conferences may take place at any time in the given financial year, or shortly thereafter, so long as all funds are expended within the given financial year.

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.
 - include organizational assistance from UW colleagues (team build).
 - include significant participation from UW colleagues.
 - advance or showcase UW's international research and/or creative activity.
 - be hosted from/take place at UW or its facilities in the state.

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 Title, Discipline and Unit, Primary Faculty, anticipated schedule for planning and implementation.
- Brief description of project.
- Proposal narrative of 1-2 pages, detailing the conference project, its purposes, makeup, and steps for which financial support will be needed.
- 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

- 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.
- If a bid for an association conference is intended, include the relevant organization’s typical 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” and with thanks to the Office of Research and Economic Development.

Submission Deadline: Jan 15 2024 for submission of complete proposals.
Preproposals: Up to Dec 15 2023, proposals may be sent for input to:
 Director CGS, Caroline McCracken-Flesher, cmf@uwyo.edu

Submission Portal: InfoReady : <https://uwyo.infoready4.com/#competitionDetail/1920207>

Notifications to applicants: March 1 2024.

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.
- Grant recipients may be required to participate in ORED training on leveraging funds and this opportunity in further external grant development.

*** Conference Grants are supported through the Office of Research and Economic Development.**

**CENTER FOR GLOBAL STUDIES
&
RESEARCH & ECONOMIC DEVELOPMENT DIVISION**

**INTERNATIONAL CONFERENCE HOSTING GRANT
FY 2026**

APPLICATION

COVERSHEET

▪ **1) GRANT PROPOSAL OVERVIEW**

| | |
|---|--|
| Conference title: | |
| Conference disciplinary fields: | |
| Main UW organizing unit | |
| Applicant/Conference Lead: | |
| Additional UW collaborators on organizing team: | |
| Any international collaborators on Organizing Team: | |
| Applicant's contact information: | |
| Planning schedule: | |
| Implementation schedule: | |

REQUIRED SIGNATURE

I certify that the information I have submitted is accurate to the best of my knowledge. I also agree that this conference will advance the research and global engagement interests of the University of Wyoming.

I acknowledge that all funding under this award must be expended by May 31 2026, and submitted for budget reconciliation, as needed, at that time.

Applicant / Conference Lead:

_____ Date _____

Signature

Printed Name/Title

▪ **2) BRIEF DESCRIPTION OF THE PROJECT (for a general audience)**

Provide one paragraph giving a brief overview of the conference, desired participants, goals.

Text Entry Here:

3) NARRATIVE (up to 2 pages)

Detail the conference project, its purposes, makeup, and steps for which financial support will be needed.

Text entry here:

4) SUPPORTING DOCUMENTATION

- Letter of support from a relevant UW administrator indicating how the proposed conference contributes to that unit.
- If applicable, additional support letters from international collaborators or partner organizations

5) PROJECT BUDGET- Include a justification for each budget item.

Detailed, feasible and cost efficient budget, with justification for expenditure of requested funds.

A. Itemized estimated expenditures:

These may be planning costs or implementation costs.

| ITEM | COST | Justification |
|-------------------------------------|------|---------------|
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| Total Estimated Expenditures | \$ | |

B. Itemized estimated resources / matching funds (identify source and amount; matching is not required)
 Enter here funds you have received, or have or will apply for, from other bodies.

| Source | Amount | Date of decision on this award |
|--|--------|--------------------------------|
| | \$ | |
| | \$ | |
| | \$ | |
| Total of external/other requested funds | \$ | |

C. Total Requested from CGS (total A minus total B) \$ _____ .

6) ANY ADDITIONAL DOCUMENTATION

Note that we prefer to address actual, documentable costs that can be prepaid and/or processed before the deadline of May 31.

Awardees must work closely with CGS and departmental accountants to ensure appropriate and timely expenditure of awards.