

Call for Proposals for History Conferences. Application Deadline 10/15/2009

The department will be able to fund three conferences this year, one in the fall and two in the spring. We can provide up to \$15,000.00 per conference. This amount may be used for honoraria, air travel, lodging, and per diem meals for attendees. (See below for rules on inviting foreign participants and costs for coffee breaks.) Reviewers for the proposals will be selected from among faculty who do not submit proposals. Equal weight will be given to the following elements: clarity and organization of the proposal; significance of the conference theme and potential for impact on the field; statement on how the conference may lead to subsequent funding; statement on how the conference may lead to publication of articles; potential to engage other members of the department. The proposal should also include a statement on how and why the conference may be attractive to other CHASS faculty, or if it is specifically interdisciplinary, how the conference will contribute to the creation and maintenance of ongoing interdisciplinary scholarship. In addition to completing the form below, submit a complete detailed proposal (approx. 750 words).

Faculty Member/s sponsoring conference

Name of Conference and Short Description

Names of Invited Paid Guests.

*Are all Guests being compensated US citizens? Yes No

Number of Hotel Rooms Needed?

TOTAL ESTIMATED COSTS	Honorariums		
	Airfare for Gursts		
	Taxi/Ground Transportation		
	Mileage		
	Parking		
	Hotels		
	Promotional Materials/Posters		
	**Food		
	Total	\$	-

1. To start, double click the cost estimator.
2. Enter your estimates into Column B
3. Use the down arrow to move to the next line, do not use tab or enter.
4. To finish move the cursor out of the box and click once.
5. Print or save and email to Susan

*Non US Citizens: If you would like to invite a non-US citizen to campus, the History Office must have at least 2 months notice as well as the ability to contact the guest. Also, compensation depends on the type of VISA the guest obtains. I cannot guarantee payment for all non-US citizens

**Food: If you have over 20 registered guests to the conference the department can pay for a small break with coffee/snacks at \$4.25 a person. For compensated honoraria, we can only offer a per-diem reimbursement. Please note that as a sponsor of the conference, you will not be compensated