

Conference Fund Committee

The following is the recommended outline for proposals to the Conference Fund Committee. Feel free to modify to fit the requirements of your initiative. Proposals should not exceed two pages.

NOTE: In order for funding to be advanced, an internal FOAPAL must be established. If a FOAPAL isn't established by the conference organizer (or applicable department), the Office of the Vice-President (Research) will initiate the request. After the conference has occurred and all outstanding expenses have been incurred, a Banner printout for the applicable account will be required to be submitted with the final report.

In the event the conference generates a surplus, the amount advanced by the Conference Fund Committee (or a portion thereof depending on the final revenue) will be repaid.

COVER LETTER

The cover letter must be signed by the Dean or Director confirming support of your division (in-kind or financial).

PROPOSAL

Conference Description

Provide a paragraph or two that clearly describes the event for which funding is being requested.

Timelines

When will the conference take place? Start and end date.

Location/Size

Which campuses are involved and where is the conference to be held? Provide details on whether the event is local, regional, national or international and number of expected participants.

Benefits

Provide a description of the benefits for Memorial's institutional objectives and public profile.

Budget

Total Budget Request should detail all associated estimated costs and expected revenue from all sources, including Memorial units. Add additional lines if necessary.

RESEARCH IMPACTING INDIGENOUS GROUPS POLICY

If your event intends to gather data from Indigenous groups/individuals, Memorial's Policy on Research Impacting Indigenous Groups (RIIG) applies and compliance must be ensured. Please see <https://www.mun.ca/research/Indigenous/consent.php>. This includes obtaining Agreement In Principle (AIP) from the Indigenous groups involved in or impacted by the research, and the AIPs must be obtained **prior** to applying to the Conference Fund.

<u>Item</u>	<u>Conference Fund Support</u>	<u>Other/Your Division</u>
Venue Rental	\$	\$
Advertising/Publications		
Hosting		
Speaker Fees		
Transportation		
Total	\$	\$

Revenue sources:

Registration Income	\$
Sponsor Income	\$
Contributions from Memorial	\$
Total Anticipated Revenue:	\$

Notes:

- Funding provided is for regular conferences and not large-scale conferences such as Festival 500 or Congress. Requests are for conferences that are Memorial-hosted or co-hosted events and funding will not be provided for travel to conferences hosted by other institutions/organizations.
- A call for proposals will be issued three times per fiscal year (in alignment with each academic term).
- Send all proposals to the Manager of Planning and Operations, Office of the Vice-President (Research), vp.research@mun.ca.