

**Application Submission**

**Spring 2023 Competition Deadline  
Tuesday, January 24, 2023 (Cycle 2)  
at 5:00 PM**

**Awards Announced  
Friday, February 24, 2023**

**CONFERENCE SUPPORT GRANT (CONF)**

(Guidelines for Academic Year 2022-2023)

**PURPOSE & OVERVIEW**

This program is designed to foster excellence in research and creative activity at the University of South Florida. Conferences are an important part of the research and creative process because they provide a venue for the dissemination of new information and provide a forum for the exchange of ideas. Therefore, the Conference Support program provides supplemental funding for the planning and implementation of national and international conferences in order to enhance the research and creative environment at USF, as well as to bring prestige and recognition to the university and the State of Florida.

CONF Support Grants are available for faculty pursuing a career at USF. Consequently, researchers who are serving in a temporary or post-doctoral capacity with short-term goals for employment at USF are not eligible for these grants.

All decisions pertaining to funding are final and the Council reserves the right to recommend funding applications at any level up to the maximum (\$5,000).

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**CONFERENCE ELIGIBILITY**

- (1) Conferences must be open and accessible to the university community.
- (2) All funding sources for this conference must be disclosed in the budget.
- (3) There cannot be overlapping funding for conference expenses from any other source before or during the term of the grant.
- (4) If funding is obtained for the same expenses covered by this grant, the applicant must notify the Internal Awards Coordinator to discuss a management plan.

**ELIGIBILITY CRITERIA (to be eligible applicants must):**

- (1) Be current USF faculty member who has not received a terminal contract.
- (2) Be tenured, tenure earning, or in a regularly renewable position. [note (1) below].
- (3) Apply for only one CONF grant in the current funding cycle, AY2022 – 2023 (unless invited to reapply).**
- (4) Do not have an active CONF grant at the time of application.**
- (5) Have submitted final reports for all previous USF Internal Awards.
- (6) Be employed by USF in current capacity, during the entire term of the Internal Award [note (2) below].

**Notes:**

- (1) Non-tenure-track faculty must submit a letter from their chair/director or dean confirming that the applicant is employed in a regularly renewable position, is paid as a USF faculty member, is expected to conduct independent research, and it is anticipated that the applicant will be regularly renewed.
- (2) Faculty who leave the university or accept a position elsewhere during the term of the grant will forfeit the unspent portion of their grant.
- (3) All things being equal, priority may be given to applicants who have limited financial resources or who have not received a Conference Support grant in the past.

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**EVALUATION CRITERIA (as communicated to the reviewers)**

- Potential to contribute to the university's stature and prestige.
- Potential to contribute to the individual and collective missions of the department, college and/or university.
- Potential to expose faculty and students to research and creative scholarship.
- Potential to include faculty and student participation.
- Degree to which conference meets a specific need or takes advantage of an unusual opportunity (as opposed to regular annual conferences).

## **EVALUATION CRITERIA continued**

- Demonstration of cost effectiveness.
- Degree to which conference is original and innovative in concept and/or approach.
- Clarity and soundness of objectives/hypotheses, methods, budget justification.
- Adherence to the application guidelines.
- Degree and breadth of support from all sources; include documentation.

## **GRANT PERIOD & FUNDING**

Recipients have 12-months from the award date to hold the conference. These funds are event-specific and must be used for the approved conference during the specific conference dates approved. A one-time no-cost extension of up to one year will be considered upon written request to the Internal Awards Coordinator prior to the end of the grant period. At the end of the grant period (or extension) unused funds will be “swept back” and used to fund future grants.

The awardees will receive instructions relative to the documents to submit in order to establish a chartfield to charge the expenses, submission of the final report requirement, and acknowledgement of the support of the CONF in articles, etc.

## **ALLOWABLE COSTS**

Funding may be used for:

- Travel, honoraria, *per diem* for invited speakers
- Daily meal allowance associated with invited speakers’ travel per USF Travel Office per diem rates
- Conference facilities and special equipment
- Printing/postage/communication
- Publication
- Funding from this grant can be used for food and beverage expenses for the research activities of the conference. [Click here](#) for the revised guidelines (rev April 9, 2014).

It is recommended that the applicant visit the [Procurement Services](#) web site to review allowable expenditures (and for assistance) for contracting for conference space, services, equipment, etc.

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## **APPLICATION SUBMISSION PROCEDURES**

**IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT OF YOUR APPLICATION WITHIN ONE WEEK OF SENDING IT TO SR VIA THE EMAIL ADDRESS:** [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)

**CONTACT:** Judi Dorn at [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)

Follow the specified application requirements and submission procedures closely and provide **ALL** the requested information. Failure to do so may result in the rejection of the application.

Questions regarding the forms or procedures should be directed to Judi Dorn at [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)

**Submit the application electronically:** upload the MSWord application to your computer, fill it out, save as PDF and attach all supporting documents into one PDF, route in DocuSign to obtain all signatures, and e-mail signed PDF to [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu) by the deadline. **DEADLINE FOR RECEIPT is 5:00 p.m.** on the submission deadline date. Applications received after 5:00 p.m. on this date WILL NOT BE ACCEPTED and will be returned to the applicant.