

The Office of Academic Affairs is pleased to announce matching support for academic conferences or symposia organized by faculty members or professional staff and convened in Indianapolis between July 1, 2007 and June 30, 2008. Awards will be made up to \$1,500, if matched equally by the school or department.

Requests must predate the conference or symposium by at least one month. The Office of Academic Affairs will review submissions and make awards. Successful applicants will acknowledge IUPUI support in all publicity and in any publications resulting from the conference or symposium.

Brief proposals (not exceeding two pages) should be submitted with the completed application form, and should include:

1. topic, objectives, and description of the conference or symposium
2. venue
3. summary (up to one paragraph) of the background of each prospective and/or confirmed speaker or key participant
4. expected outcomes of the conference (impacts across the IUPUI campus, press releases, proceedings, publications)
5. budget: categories include honoraria, food, lodging, travel, and supplies [awardees should consult with Research and Sponsored Programs to determine allowable expenses for receptions or social events]

Please submit applications to Andrew Barth in the Office of Academic Affairs, AO126. If you have any questions, please contact Andrew Barth at ibsz100@iupui.edu.

**IUPUI Conference Fund
2007-2008**

Name of Applicant Academic Rank or Position Department (responsible for administration)

Campus Address Campus Phone Email

Name of Co-Applicants (if any)

Conference or Symposium Title and Date(s) (convene between July 1, 2007 and June 30, 2008)

Anticipated number of participants Fiscal Officer Phone

BUDGET SUMMARY (Justify budget requests in application; do not include in-kind contributions)

<u>MATCHING FUNDS</u>				
	Requested from Academic Affairs	School or Department Contribution	Other	TOTAL
Totals	\$_____	\$_____	\$_____	\$_____

Applicant Signature Date

Department Chair Signature Date

Dean's Office Approval Date

Please attach up to two additional pages to address the five items outlined in the announcement.
SUBMIT TO: Andrew Barth, Office of Academic Affairs, AO126.