

**College of Education & Health Sciences
Center for Research and Service
Request for Funding: Dissemination Category**

Section I: General Information

Presenter Name(s):

- Presenter name, rank/title, department, phone number, and e-mail address. Names of any co-presenters (including students) with corresponding affiliation, title, phone number, and e-mail address

Title of Presentation:

Type of Presentation:

Amount requested:

Name of National/International Conference/Meeting:

Date(s) of Presentation:

Location of Conference/Meeting:

Name of peer-reviewed journals for intended submitted publication and intended date of submission:

Section II: Abstract (please briefly describe a summary of your presentation)

Section III: Budget

Itemized Budget

- Use a table format or itemized list that breaks down how all funds necessary for presentation will be used to cover allowable project costs (see example table below)
- Please see <http://www.gsa.gov> for per diem rates for meals and incidentals used by the university.
- Include funds requested in this proposal, personal, departmental, external, etc.

Table 1. Example of Itemized Budget for Dissemination

Item	Estimated Expense
Airfare Peoria, IL → Buffalo, NY Buffalo, NY → Peoria, IL	\$138 + \$25 (baggage) = \$163 \$132 + \$25 (baggage) = \$157 TOTAL: \$320
Hotel DoubleTree by Hilton, Niagara Falls, NY	\$93/night + taxes & fees = \$421

October 16-20, 2018	
Conference Registration (non-member)	\$549
Local Transportation (between hotel & airport)	\$50
Meals (per diem)	2 full days X \$64 = \$128 2 travel days X \$48 = \$96 TOTAL: \$224
TOTAL	\$1564
AMOUNT COVERED BY DEPARTMENT	\$500
AMOUNT COVERED BY PERSONAL FUNDS	\$64
TOTAL AMOUNT REQUESTED	\$1000

Section V: Supplemental Materials

Letter of Support from Department Chair/Director

- This letter should include that your chair/director has reviewed your application with you, supports it, and the monetary support provided by the Department.

Evidence of presentation acceptance from conference/meeting (email, program, etc.)

Evaluation Process

Each proposal will be evaluated by the CRS Council. The EHS Assistant Dean for Student Success serves as a member and chair of the Council. Final decisions on allocation of funds will be made by the Dean in consultation with the Assistant Dean for Student Success and Assistant Dean for Administration and Finance.

Evaluation Criteria

All submissions will be evaluated by these criteria:

1. Budget and Justification
 - a. The costs must be well-justified, reasonable, and necessary for research dissemination.
2. Priority Areas
 - a. Preference will be given to proposals whose principal investigator has not received funding the previous year and to junior faculty.