**College of Education & Health Sciences**

**Center for Research and Service**

**Request for Funding: Dissemination Category**

**Section I: General Information**

Applicant Name(s):

* Applicant 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

List of Presenters (as published in conference proceedings):

Title of Presentation:

Type of Presentation:

Amount requested from CRS:

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](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 + $25 (baggage) = **$**157TOTAL: $320 |
| Hotel DoubleTree by Hilton, Niagara Falls, NY October 16-20, 2018 | $93/night + taxes & fees = $421 |
| Conference Registration (non-member) | $549 |
| Local Transportation (between hotel & airport) | $50 |
| Meals (per diem) | 2 full days X $64 = $1282 travel days X $48 = $96TOTAL: $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 Associate 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 Associate 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
	1. The costs must be well-justified, reasonable, and necessary for research dissemination.
	2. It is highly recommended that financial support from the department is contributed to the dissemination.
2. Priority Areas
	1. Preference will be given to proposals whose principal investigator has not received funding the previous year, junior faculty, sole authors, and those who intend to publish their work.

Rubric

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent (5) | Acceptable (3) | Unacceptable (1) |
| Itemized Budget  | Itemized budget is easy to understand; amount requested is necessary for dissemination. | Itemized budget is mostly easy to understand, but some items need more clarification; amount requested is necessary for dissemination. | Itemized budget is incomplete; some questionable costs and/or amount requested is unnecessary for dissemination.  |
| Budget Justification | All costs are thoroughly justified  and reasonable; justification aligns with itemized budget. | Most costs are thoroughly justified, but more detail is needed; justification mostly aligns with itemized budget. | Justification is incomplete or missing and costs do not align with itemized budget. |
| Department Contributions | Department has pledged matching requested funds | Department has contributed, but less than requested. | Department has not contributed funds |
|  |
| Junior Faculty Member (+ 3 points) |  |
| Did not receive funding the previous year (+3 points) |  |
| Sole author (+3 points) |  |
| Indicates intention to publish (+ 1 point) |  |
| Comments |  |