

CONFERENCE PLANNING GRANT (CONF)

GUIDELINES & APPLICATION CHECKLIST 2024-2025

Application Deadline: November 25, 2025, by 5:00 PM.

Submission: Application submitted via [InfoReady](#).

PURPOSE & OVERVIEW

Conferences are an important part of the research and creative process, providing a venue for the dissemination of new information and a forum for the exchange of ideas. The Conference Planning Grant provides supplemental funding for faculty in their role of planning and implementing national and international conferences to enhance the USF research and creative environment and bring prestige and recognition to USF and the State of Florida. Conferences held locally will receive preference. However, conferences planned at a national or international location are eligible. The applicant must have an integral role in the conference planning process.

Conference Planning Grants are available for faculty pursuing a career at USF. 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.

Applications are completed in [InfoReady](#). You will be asked to provide an overview of the conference's objectives, targeted audience, and anticipated benefits in the application form.

All decisions pertaining to funding are final and the Council reserves the right to recommend funding applications at any level up to the maximum of \$7,500.

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.

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, FY2024 – 2025 (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 not received a Conference Planning or Conference Support grant in the past.

EVALUATION CRITERIA (as communicated to reviewers of the applications)

- To what extent will the conference contribute to the university's stature and prestige.
 - To what extent will the conference contribute to the individual and collective missions of the department, college and/or university.
 - To what extent will the conference expose faculty and students to research and creative scholarship.
 - To what extent will the conference include faculty and student participation, and proximity to a campus of USF.
 - Degree to which conference meets a specific need or takes advantage of an unusual opportunity (as opposed to regular annual conferences).
 - To what extent does the funding requested here enable activities that would not otherwise occur.
- To what extent is conference supported by other appropriate funding sources

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 needed to establish a chartfield for which to charge the expenses, submit the final report, and acknowledge the support of the CONF in articles, etc.

ALLOWABLE COSTS

Funding may be used for:

- Travel, honoraria, *per diem* for invited speakers; these funds may not be used to support travel by USF employees (including faculty)
- 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 if needed) for contracting for conference space, services, equipment, etc.

Submit the application electronically: <https://usf.infoready4.com/#internalawards>

Questions should be directed to Tina Lucas, Internal Awards Coordinator,
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