

Request for Proposals

Graduate Student Opportunity

Interdisciplinary Symposia/Conferences

In an effort to encourage graduate students to think broadly and across disciplines, The Graduate School will consider requests for funding (up to $2000) to support symposia/conferences/meetings that are organized and hosted by FSU graduate students. The funds can be used to defray travel expenses of a keynote speaker, food, printing etc., but must be used in accordance with State of Florida and FSU guidelines.

Each proposal will be evaluated on its merits, but priority will be given to proposals whose organizing group includes participants (graduate students, postdocs) from more than one academic unit. The greater the diversity of disciplines the better, as the goal is to promote interdisciplinary dialogue and appreciation for a wide array of perspectives.

The proposal must include:

1. The **narrative** should address the purpose and objectives of the event; the target audience; how many attendees are expected and who will be presenting (students, postdocs, faculty); the structure and organization e.g., presentations, posters, plenary; when and where the event will be held; some explanation of past successes if it is not a new event; and any other pertinent information.
2. **Budget and justification** for funding requested from The Graduate School. Other sources of funding should be explained. Priority will be given to proposals that are seeking or have received commitments from other sources e.g., academic programs, colleges, centers, and COGS. In other words, the funds from The Graduate School should be thought of as matching monies.
3. **Endorsement memos** from the top academic administrators (e.g., department chairs, college dean) of at least two of the home academic units of the students indicating support of the effort, and the capability of their unit to handle the transfer, management, and spending of the funds.
4. Proposal format
	1. The proposal should not exceed 5 pages inclusive of all materials (narrative, budget and justification, draft agenda).
	2. Use 12 pt. Times New Roman font, single spaced and 1 inch margins.
	3. The two or more endorsement memos should be included as appendices.
5. The proposal must be submitted online via The Graduate School’s proposal system. You should have all of the materials listed above ready for upload inside the system as the system requires you to submit in a single session. Once you click on the link you will follow the prompts of the system to submit your proposal. The narrative and budget should be combined into a single pdf document for the submission. The endorsement letters should be uploaded individually as pdf or Word files. To apply please [**click here**](https://fsu.qualtrics.com/SE/?SID=SV_bBlHSyewnjdovpr).

Deadlines and timing:

The deadline for receipt of the proposals will be April 1 of each year. Decisions will be announced by the end of Spring semester. The event must occur during the next academic year and funds must be spent by the end of the following spring semester.

Requirements if funded:

1. In advance of your event you will provide The Graduate School with an announcement so we can include it in The Graduate School calendar of events.
2. Within one month of the event you must provide the Graduate School with a general accounting of how all funds were spent as well as a brief report of the event including the agenda, and information about the attendees to evaluate if the symposium accomplished the objectives as initially presented in the proposal.

Questions:

Contact Nancy Marcus (nmarcus@fsu.edu) concerning eligibility issues and the scope of the effort. Contact Brian Barton (bbarton@fsu.edu) regarding submission mechanics, deadlines etc.

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