

# UF|RESEARCH

## **Support of Meetings, Workshops and Conferences**

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It is highly desirable for faculty to participate in the organization of national meetings that are sponsored by the University of Florida. Such meetings bring distinction to the programs that support them, recognize the leadership role of University of Florida faculty and introduce significant groups of scholars to the University of Florida. Professional meetings are also valuable in providing an informal venue for graduate and undergraduate students to meet leaders in their fields and to gain experience in presenting their own work to a specialized audience.

Ideally, such meetings are supported by the professional organizations that plan and sponsor the meeting or through a combination of funds from the organization, college/department, industry, foundations, federal and/or local governments. However, in order to recognize the importance of these activities, UF|Research will entertain requests for a modest level of cost sharing from the University to assist (for example) with travel expenses of an invited guest, student registration, an honorarium, preparation of materials for the program, etc. The source of support must be acknowledged in material related to the meeting. UF|Research has established guidelines that cap support for meetings in the range of \$1,000 to \$3,000 with the possibility of deviation from this level in exceptional circumstances. Only one allocation will be made in a fiscal year.

The attached form should be submitted to: [conference-support@research.ufl.edu](mailto:conference-support@research.ufl.edu)

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January 2025

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## Support of Meetings, Workshops and Conferences

Name of Faculty Organizer \_\_\_\_\_ Date \_\_\_\_\_

Title of Meeting/Workshop/Conference (Please attach a schedule of the meeting and other material that may pertain to the activities that are planned.)

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Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Numbers of Attendees \_\_\_\_\_

Number of Students expected to participate \_\_\_\_\_

Funds requested from UF|Research \_\_\_\_\_

Purpose of funds \_\_\_\_\_

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Budget: Please attach a detailed budget for the meeting that includes the breakdown of the sources of funding promised and expected. This request must be signed off by the Department Chairman and the Dean of the College or his/her designee.

\_\_\_\_\_  
Chairman (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Associate Dean (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date