University of Michigan Office of Research
Faculty Grants & Awards: Small Grants to Support Major Conferences
Proposal Guidelines

OVERVIEW
The U-M Office of Research (UMOR) offers support for research, scholarship, and creative activities in all fields. The focus of the Small Grants to Support Major Conferences funding program is to enhance the access of University of Michigan faculty, staff, and students to intellectual leaders of the world. Thus UMOR provides resources for conferences, symposia, workshops, and other similar events of major importance taking place on campus that address key research issues and new research frontiers. Strong preference will be given to those that provide opportunities for student involvement. The funding available to this program is limited, thus it is estimated that no more than 20 awards will be made annually.

UMOR funds are not intended to cover the total cost of the event, but rather to complement other internal support, and to address important needs not met by other support programs within or outside the University. UMOR also does not intend to support annual requests for the same conference or seminar series events typically held in academic units.

ELIGIBILITY
Instructional and Research Faculty, Librarians, Curators, and Archivists may apply. Research Investigators, Lecturers, and students are not currently eligible. Applicants are limited to one UMOR award per fiscal year. A new award will not be granted if a prior UMOR award is still ongoing. Exceptions may be granted in extraordinary situations with prior approval.

EVALUATION CRITERIA
A Faculty Grants & Awards Panel Member will review the proposals received and provide recommendations.

Key considerations during review include:
- Scholarly merit of the event
- Value for the applicant’s own research potential and progress
- Productivity and qualifications of the applicant
- Likely impact of this work on the field
- Benefit to, or potential to enhance, the scholarly distinction of U-M
- Appropriateness of the budget to the proposed event
- Extent of unit support as indicated by matching funds

All awards are subject to the availability of funds. Junior faculty, as well as those that have not received prior UMOR funding will be given priority.

PROPOSAL REQUIREMENTS
The following sections are required (unless otherwise noted) and must be included in this order:
A. Application Form
   a. All signatures must be obtained, but may be electronic or ink.

Questions? Contact UMOR-FGA-Submissions@umich.edu.
B. Proposal Narrative  *(5 pages)*
   a. Must contain:
      • Project description, objectives, and timing
      • Expected outcomes and future plans if this event is expected to stimulate collaborative activities
      • Significance of the activity in the discipline/field, for the applicant’s scholarship, and **benefit to the University**

C. Budget *(1 page)*
   a. The maximum UMOR contribution is $2,500.
   b. A 1:1 match from the unit, school/college, department, or other internal sources is required.
   c. A detailed budget should be included.
   d. Events that have already taken place will not be funded.
   e. All standard UMOR funding restrictions apply and are detailed immediately below. These items may be funded by the unit, but will not be included in the required match.
      • Travel to present at conferences
      • Faculty salary
      • Tuition support
      • Computers, hardware, or software for routine use
      • Office equipment including telephone installations and photocopy machines
      • Equipment maintenance costs
      • Page or reprint costs of articles in professional journals

D. Budget Justification *(2 pages)*
   a. This is a narrative explaining the expenses proposed and the basis for the cost estimates.
   b. Each expense must be described in the budget justification.
   c. Descriptions of personnel should include their project role (what they will be doing as a part of this project team).
   d. Explain why UMOR support is being sought (e.g. external support is unavailable, insufficient, delayed, interrupted, impractical)

E. Prior Funding Statement
   a. If previously funded by UMOR, please include a brief description of the outcome of that funding (i.e. did it result in an external application, external funding, publication)

F. Project Director’s Abbreviated Curriculum Vitae (CV)/Biosketch *(3 pages)*

G. Appendix
   a. Other pertinent items may be included.

**PROPOSAL SUBMISSION***
*For all except LSA Faculty who must apply through the Gateway to Internal Funding (eGIF)*

Proposals must be submitted by 5:00 PM (EST). One complete PDF (containing all required elements as detailed above) should be emailed to UMOR-FGA-Submissions@umich.edu. Received proposals will get a notice of receipt in the form of a reply. Late applications will not be processed until the next application deadline for that program.

**AWARD NOTIFICATION**

Notification of funding decision is typically made within 8 weeks of the application deadline.

*Questions? Contact UMOR-FGA-Submissions@umich.edu.*
AWARD ADMINISTRATION
UMOR will transfer general funds to the set of chartfields designated by the recipient and/or administrator. The recipient is responsible for ensuring good stewardship of funds. All applicable University policies and procedures must be followed.