

Principal Investigator

* Name

* Title or Rank

* Department

Proposal Information

* Title of Presentation

* Venue (no acronyms)

* Location

* Scope

* Start Date

* End Date

* Type of presentation

* Length of presentation (in minutes)

Invitation type

- Contribution in response to a general call for presentations, but not subjected to a prior peer review by external scholars

- Invitation by an event official, but not subjected to a prior peer review by external scholars
- Contribution or invitation, but subjected to a prior peer review
- Other

Disposition of presentation in published format before, during, or after the event, check all applicable

- Proceedings of conference will be published, including other presenters at event
- Peer reviewed
- Presentation will serve as basis for publication in peer-reviewed journal
- Other

* 1. List names of all authors or presenters in the order they were submitted to the event sponsor. Place an asterisk after the name(s) of the actual presenter(s) and the names of all graduate students within parentheses.

* 2. Describe in non-technical terms exactly what you are presenting, exhibiting, or performing, including the topic and the nature of the presentation. (Suggested minimum - 100 words.)

* 3. Explain the significance and impact of the activity. In the explanation, consider such factors such as its impact on you, the institution, and the profession; its importance and or relevance to your long-range research or creative activity, and/or to the overall contribution of the applicant. (Suggested minimum - 150 words.)

* 4. Explain the level of significance of the event, the sponsoring organization, and the audience within the field or discipline. Please use language that allows readers outside the profession to contextualize the level of significance.

* 5. Describe in as much detail as possible the level of competition for acceptance of the proposed activity and the exclusivity of invitation to the event. (If available, provide numerical data, e.g. 10 of 100 were accepted.) A copy of the letter of invitation as a PDF document must be submitted with the completed application. Applications submitted without letters of invitation will be considered for funding on their own merit, however, approved funding will be contingent upon receipt of the invitation in the Dean's Office.

Letter of Invitation

* 6. Describe the qualifications or level of expertise of the reviewers/inviters.

* 7. If applicable, document productive use of prior support received from College and any relationship to the proposed activity. If the proposed activity is similar to that which was previously funded through a Hixson-Lied Faculty Presentation of Scholarly and Creative Activity Grant, thoroughly explain how and to what extent the proposed repeated activity demonstrates professional growth.

* 8. Summarize your significant research or creative activity during the past 5 years. Please do not submit a separate CV.

If this grant is awarded, this page will serve as pre-trip authorization for travel associated with the grant

Expenses

Airfare

Travel from (city)

Departure date

Travel to (city)

Return date

Local ground transportation (taxi, bus, train)

Personal vehicle (mileage rates at <http://travel.unl.edu/policies/mileage-reimbursement>)

Lodging

Meals (see <http://travel.unl.edu/policies/food-reimbursement-policy>)

Registration fee

Other Expenses

Total Expenses

Income

Please list other funding awarded or committed for this activity

Unit (Department or School)

Honorarium/Stipend

Personal contribution

External funding (outside HLCFPA) - List source(s) below

Total Income

Other Potential Income

Please list other funding pending for this activity (List sources and amounts)

Total Potential Income

Requested Amount

* Total Amount Requested

SAMPLE ONLY