



OFFICE OF FACULTY DEVELOPMENT

The Conference Participation Fund supports faculty who assume active roles in professional conferences as delineated in section I and II below. One request may be funded per ranked faculty member each academic year; the amount of each award may be a portion of the total request, depending upon the number of requests received.

I. Major National/International Conferences. Priority fund distribution is directed toward supporting the dissemination of significant work at a major national or international professional conference by:

- A. Delivering a paper for which proposals are submitted on a competitive basis.
- B. Participating as a major office holder in a national/international professional conference.
- C. Working group participation in a national/international professional conference resulting in the production of a paper.
- D. Delivering an invited address to a national/international professional conference.

II. Other Requests. *If funds are available*, consideration may be given to requests related to:

- A. Serving as a respondent, panelist, or poster presenter at a national/international professional conference.
- B. Chairing a session or presenting awards at a national/international professional conference.
- C. Delivering a paper at a regional professional conference.
- D. Participating as a major office holder in a regional professional organization or as a minor office holder in a national professional organization.
- E. Delivering a paper or an address at a national/international non-professional conference.

Please note that Conference Funds are awarded to faculty on an individual basis. In addition, conference funding may *not* be used to support student expenses.

To ensure funding consideration, a request for *one conference held during the current fiscal year*, (i.e. between July 1 and June 30) must be submitted by **September 15**. Use this [online form](#) to submit your conference funding request. **If you have submitted a conference proposal or if you plan to submit one any time this academic year, you should submit a Conference Participation Fund request form now.** Release of funds is contingent upon acceptance of that proposal. Funding requests received after September 15 will be reviewed as received, but the budget may already be depleted.