

- (1) Non-tenure-track faculty must submit a letter from their chair/director or dean confirming that the applicant is employed in a regularly renewable position, is paid as a USF faculty member, is expected to conduct independent research, and it is anticipated that the applicant will be regularly renewed.
- (2) Faculty who leave the university or accept a position elsewhere during the term of the grant will forfeit the unspent portion of their grant.
- (3) All things being equal, priority may be given to applicants who have not received a Conference Planning or Conference Support grant in the past.

as communicated to reviewers of the applications)

- To what extent will the conference contribute to the university's stature and prestige.
 - To what extent will the conference contribute to the individual and collective missions of the department, college and/or university.
 - To what extent will the conference expose faculty and students to research and creative scholarship.
 - To what extent will the conference include faculty and student participation, and proximity to a campus of USF.
 - Degree to which conference meets a specific need or takes advantage of an unusual opportunity (as opposed to regular annual conferences).
 - To what extent does the funding requested here enable activities that would not otherwise occur.
- To what extent is conference supported by other appropriate funding sources

Recipients have 12 months from the award date to hold the conference. These funds are event-specific and must be used for the approved conference during the specific conference dates approved. A one

Questions should be directed to Tina Lucas, Internal Awards Coordinator,
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