

Colleges of Arts & Sciences
Interdisciplinary Conference Awards
Academic Year 2018-2019
Application

The Colleges of Arts & Sciences (Arts & Humanities; Languages, Linguistics & Literature; Natural Sciences; and Social Sciences) encourage and support multidisciplinary collaboration and partnerships among their faculty. The Interdisciplinary Conference Awards program was established in order to provide funds for conferences that are hosted/organized by departments or programs of the Arts & Sciences, and that actively involve and reach out to other disciplines (particularly within in the Colleges of Arts & Sciences) in all aspects of conference planning (e.g. speakers, guests, participants, topics, active student involvement). For the purpose of this program, a conference is not interdisciplinary by merely welcoming other colleagues/students from other disciplines to attend. Evidence of interdisciplinary collaboration must be provided.

The Interdisciplinary Conference Awards program is made possible by donations from alumni and friends to the Colleges of Arts & Sciences.

General Information

- Limit one Interdisciplinary Conference Award per conference
- Limit one Interdisciplinary Conference Award per faculty member per academic year
- Funding is not provided for conferences that have already taken place
- Awards range from \$1,000 - \$2,000
- No more than 50% of the requested funding can be applied towards food and drink

Eligibility (applicable to AY 2018-2019)

Applicant must be a full-time, permanent faculty member of one of the Colleges of Arts & Sciences

How to Apply

Prepare an applicant packet composed of only:

1. Completed Interdisciplinary Conference Award Packet Cover Form (see next page)
2. Letter of support from applicant's department chair
3. Letters/E-mails of commitment to conference by collaborating departments/programs

Create a single .pdf of the application packet and name it accordingly: Lastname_ICA2018-19.pdf

E-mail the pdf packet to Karin Mackenzie, karinm@hawaii.edu. If you have questions, you can e-mail or call Karin, 956-4051.

Deadlines

- September 11, 2018 (for conferences that take place in Fall 2018 semester)
- January 29, 2019 (for conferences that take place in Spring 2019 or Summer 2019)

Applications can be accepted up to two weeks in advance of each deadline.

Late, incomplete, or unsigned applications will not be considered.

**Colleges of Arts & Sciences
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Application Packet Cover Form**

Name _____ Department _____

Rank _____ E-mail _____

Amount Requested \$ _____

Conference Title _____

Conference Start Date _____ Conference End Date _____

(Note: Conference completion report is due 30 days from conference end date; see page 4 for more information)

Host Department or Program _____

Conference Description

Which departments, besides yours, are actively participating in the conference? Please describe the nature of participation. Provide details on how you are seeking interdisciplinary involvement.

Who is the conference’s target audience (e.g. students, faculty, staff, public, community)?

Explain conference benefits

Speakers (note if confirmed) and their affiliations

Conference total budget summary (include income projections such as registration fees). Note the areas where you will apply the Interdisciplinary Conference Award.

Mandatory Conference Completion Report

A conference completion report is due 30 days after the conference end date specified on cover form. Award recipient must submit a 1-2 page report via e-mail attachment (in Microsoft Word) describing the conference and its resulting benefits. Submit this report to karinm@hawaii.edu. Failure to do so will result in ineligibility for the Interdisciplinary Conference Awards program in the future.

Applicant Signature

Date

(Failure to sign the application form will result in the disqualification of your application. Digital signature is not accepted.)

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