

NEW DCP INITIATIVES: DCP CONFERENCE GRANTS

Request for Proposals

Introduction: This call for College of Design, Construction and Planning-sponsored conferences offers an avenue to foster the sharing of new ideas, emerging research findings, and innovative methodologies that call for further exploration. Likewise, such scaled conferences can encourage reflection, dialogue and collaboration that, in turn, is positioned to enhance the creative culture of college-wide scholarship. With these objectives in mind, the College is pleased to announce a program to support conference organization¹.

Funding Provision

The College will support two grants of up to \$10,000² each for full-time faculty and/or DCP research group(s) to organize a conference on campus that raises the profile and recognition of the college on topics that are relevant to society and any of the disciplines within the college.

Requirements, Criteria and Constraints

The proposed conference must demonstrate the ability to advance scholarship on timely and significant topics that contribute to DCP's leadership and stature in the academic community. Conferences must show the potential to be of interest to an international community of scholars, DCP faculty, students and stakeholders. The expectation is that these conferences will have an open call for papers. All publications and media announcements must acknowledge support from the DCP Conference Grants initiative. Registration fees should be discounted for DCP faculty, staff and student attendees, if possible.

Eligibility The applicant(s) will need 1) to be a current, full-time faculty member in DCP (i.e., tenured, tenure accruing, in a regular renewable position) and 2) have experience that supports the necessary oversight and responsibility required for a successful conference planning and implementation process.

Submission Details: For full consideration, proposals should be submitted by 5 p.m. ET on **January 27, 2017** to Theresa Sanchez (tsanchez@dcp.ufl.edu). Please include 'DCP Conference Grants' on the subject line. Funding decisions will be made by **February 17, 2017**.

The proposals should address the following items:

- (1) Conference theme, purpose, goals and outcomes
- (2) Conference draft agenda with clear plans for the 'call for papers', review process for submitted abstracts and manuscripts, and selection of keynote speakers
- (3) Scope of work outlining major planning milestones and timeframe, identification of point person(s) for each responsibility, plan for financial management and logistics, marketing plan, conference signage, sponsor recognition, etc.
- (4) Resources³ and budget outlining ideas for sponsorship, travel, food, rentals, registration fees, etc.
- (5) Communications plan for advertising and planned dissemination of abstracts and/or papers, etc.

Questions regarding this Request for Proposals should be directed to the Interim Associate Dean for Research & Strategic Initiatives, M. Portillo (mportill@ufl.edu).

¹ *Conferences with an international reach will be prioritized.*

² *Each funded conference will be expected to break even or generate a net surplus with the grant being used as "insurance."*

³ *All potential funding sources (including delegate fees) must be documented in the conference budget.*

