School of Arts and Sciences Office of the Dean

SAS CONFERENCE SUPPORT COVER SHEET

Please review program eligibility and other requirements carefully before submitting your application.

Faculty organizer(s): _____

Department and Title:
(of primary applicant) _____

Name of conference: _____

Sponsoring organization: _____

Other Penn faculty involved: _____

Expected attendance (including number of attendees
and numbers of Penn community attendees expected): _____

Expected use of Penn facilities: _____

My project is also eligible for support from the University Research Foundation (URF), and I am submitting a URF application for this request (note: application to the URF is *required* when eligible):

☐   Yes   ☐   No

Other funding available: _____

Amount requested from the SAS Dean's Office Funds: _____

Applicant signature: _____

Department chair signature: _____

Business administrator signature: _____

Please include the following items in a single pdf document. If you are also applying for support from the URF, you may simply include the equivalent items from that application, as long as they address the requirements below.

- Proposal that address the following *(no more than three pages)*:
  - Purpose of Meeting
  - Conference Benefit to Penn Students and Faculty
  - Conference Benefit to Scholarly or Research Programs at Penn
  - Relationship of the Meeting to Department, Institute or Center Programs
  - Matching Funds from Institutional or External Sources
- Budget