

Awards for Individual Speakers

Deadlines: September 15, December 1, February 15, April 15. Retroactive applications will *not* be considered.
Electronic applications only. Please submit application materials to Kaitlin Roelofs, kroelo2@uic.edu.
 Faculty members submitting an application are advised to contact Maria in the Main Office as far in advance as possible to receive assistance with planning and publicizing the event.

Date of Application:	
Your Name:	
Unit / Department:	
UIC e-mail:	
Date of Event / Talk:	
Title of Event / Talk:	
Name of Speaker:	
Amt. requested (up to \$500): (should match amt. listed below)	\$

Please supply the following:

1. Paragraph describing the event, explaining its importance to the School, and stating who is the target audience. Please include names and brief vitae of all speakers, and explain why they are important in your field.
2. Using the fill-in fields in the tables below, please provide:
 - (a) **a detailed budget.** The Total Budget should be equal to, or greater than, the amount requested and calculated using the least expensive airfares and hotels available.
 - (b) **a list of co-sponsors.** Be sure to specify the amount promised by each. **PLEASE NOTE:** You must have co-sponsorship from your home department. You must also request funds from other relevant departments, programs, and/or administrative offices.
3. Department Head's Approval (signature below, or e-mail)

	\$		
Airfare/Travel:	\$	Co-sponsors (Department, program, etc.)	amount
Accommodations:	\$		
Honorarium*:	\$		
Catering:	\$		\$
Other (Explain):	\$		\$
			\$
			\$
			\$
Total Budget:	\$	Total Co-sponsor contributions:	\$

Amount requested (Total Budget, minus amount from Co-sponsors):	\$
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_____ / _____ / _____
 Signature of Department Head Date

*Please note: It is extremely difficult, time consuming and frequently NOT possible to pay an honorarium to a non-U.S. resident/Citizen. Please consult the Assistant Director of Operations.