

TO: CAS Chairs
CAS Assistants to Chairs

FROM: H. Lorraine Oak, Ph.D.
Associate Dean for Research Administration

DATE: July 1, 2007

SUBJECT: CAS Fund for Conferences and Lectures (2007-2008)

Support for Academic Conferences and Lectures in the College of Arts and Sciences

I am pleased to announce **matching** support for Academic Conferences and Lectures organized by our faculty members and convened in the Western New York area. The program must occur between 1 July 2007 and 30 June 2008. Awards up to \$2,500 will be made to support Conferences, and up to \$500 to support Lectures and Lecture Series. **This information is also available on the CAS website:** www.cas.buffalo.edu/for-faculty.

Requests must **predate** the conference or lecture and may be submitted any time before 1 May 2008. Do **not** include original material or receipts. A committee comprised of CAS associate deans will review submissions, and **awards will be made until the funding is exhausted**.

Successful applicants will acknowledge College support in all publicity for and any publications resulting from the conference or lecture(s).

Proposals should be concise and include:

1. completed application form (indicate either Conference or Lecture)
2. topic, description, and objectives of conference or lecture(s)
3. venue
4. background of prospective and/or confirmed participant(s)
(c.v.(s) if possible and appropriate)
5. budget: requested funds must be justified and **matched** by an equal or greater amount from other sources, and those sources should be identified. Budget categories include honoraria, food, lodging, travel, supplies, etc. Awardees should consult Sponsored Projects Services to determine allowable expenses for receptions.

Please **submit** applications to me at 810 Clemens Hall.

If you have any questions, please contact me at 645-2711 or loak@buffalo.edu.

Attachment

c: Dean Bruce McCombe

**College of Arts & Sciences Fund for Conferences and Lectures
2007-2008**

Conference

Lecture

Name of Applicant	Academic Rank	Department (responsible for administration)
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Campus Address	Campus Phone	Email
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Name/Rank/Department of Co-Applicants (if any)

Program Title and Date(s) (program must occur between 1 July 2007 - 30 June 2008)

BUDGET SUMMARY (Justify all budget requests in application.)

Do not include in-kind contributions.

MATCHING FUNDS

	REQUEST FROM CAS	DEPARTMENT CONTRIBUTION	OTHER SOURCES	TOTAL BUDGET
Totals	\$ _____	\$ _____	\$ _____	\$ _____

Applicant Signature	Date
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Department Chair Signature	Date
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Dean's Office Approval	Date
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Please attach additional pages to address the five items outlined in the announcement.
SUBMIT TO: Associate Dean Lorraine Oak, 810 Clemens Hall, North Campus