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Section II.D.7

7. Proposals for Conferences, Symposia and Workshops

NSF supports conferences, symposia and workshops in special areas of science and engineering that bring experts together to discuss recent research or education findings or to expose other researchers or students to new research and education techniques. NSF encourages the convening in the US of major international conferences, symposia and workshops. Conferences will be supported only if equivalent results cannot be obtained at regular meetings of professional societies. Although requests for support of conferences, symposia and workshops ordinarily originate with educational institutions or scientific and engineering societies, they also may come from other groups. Shared support by several Federal agencies, States or private organizations is encouraged. Because proceedings of such conferences normally should be published in professional journals, requests for support may include publication costs. Proposals for conferences, symposia and workshops should generally be made at least a year in advance of the scheduled date. Conferences or meetings, including the facilities in which they are held, funded in whole or in part with NSF funds, must be accessible to participants with disabilities.

A conference, symposium or workshop proposal³¹ (that complies with the page and font size instructions in GPG Chapter II.B) must contain the elements identified below. Note the proposal preparation instructions for these types of proposals deviate from the standard proposal preparation instructions contained in this Guide.

- * Cover Sheet;
- * A statement of the objectives of the project (summarized in one page or less);
- * A statement of the need for such a gathering and a list of topics;
- * A listing of recent meetings on the same subject, including dates and locations;
- * The names of the chairperson and members of organizing committees and their organizational affiliations;

* Information on the location and probable date(s) of the meeting and the method of announcement or invitation;

* A statement of how the meeting will be organized and conducted, how the results of the meeting will be disseminated and how the meeting will contribute to the enhancement and improvement of scientific, engineering and/or educational activities;

* A plan for recruitment of and support for speakers and other attendees, that includes participation of groups underrepresented in science and engineering (e.g., underrepresented minorities, women, and persons with disabilities);

* An estimated total budget for the conference, together with an itemized statement of the amount of support requested from NSF (the NSF budget may include participant support for transportation (when appropriate), per diem costs, stipends, publication and other conference-related costs. (Note: participant support costs must be excluded from the indirect cost base.) See GPG Chapter II.C.2g(v); and

* The support requested or available from other Federal agencies and other sources. (GPG Chapter II.C.2.h should be consulted to prepare this portion of the proposal.)

For additional coverage on allowability of costs associated with meetings and conferences, proposers should consult AAG Chapter V.C.5.