



Center for  
**EUROPEAN STUDIES**  
at the University of Florida

## **Call for Proposals: European Studies Working Group Conference/Workshop Grant - \$7,500**

### **Guidelines**

#### **A. Grant Description**

The Center for European Studies in the UF College of Liberal Arts and Sciences offers to fund on-campus workshops, conferences, or other public event on a topic of general interest. Funding for this grant is provided by the US Department of Education through the Center's Title VI National Resource Center grant with additional funds contributed by the UF College of Liberal Arts and Sciences. This grant is intended to foster multi- and/or interdisciplinary collaboration between faculty and advanced graduate students working on contemporary European topics that will attract a significant audience interest and participation from among the general UF community. The events sponsored by this grant should not only foster scholarly exchange, debate, and discussion, but should provide a public forum for the dissemination of the resulting exchange as well.

#### **B. Eligibility**

Open to faculty (tenure-track and lecturer) in all UF colleges and departments. Encourage applications that include both faculty and graduate students representing more than one discipline.

#### **C. Activities**

The Center encourages proposals that seek to fund workshops, conferences, public talks, and other events that foster scholarly exchange from a multi-disciplinary, and/or interdisciplinary perspective. Proposed topics must address a contemporary European Studies issue that will potentially attract significant interest among the general UF community and Gainesville area. All events must be open to the public. A maximum of \$7,500 will be provided to the successful applicant, with the possibility of additional funds with appropriate justification.

#### **D. Deliverables**

Events organizers are required to share all publicity details of the sponsored events with the Center for European Studies as soon as possible, but no later than 2 weeks prior to each event. Additionally, publicity materials for the sponsored events must include appropriate acknowledgement of the CES sponsorship and must be provided to the CES Outreach Coordinator prior to distribution. Following the event, the event organizer must provide a report to the Center for European Studies that includes the number of attendees, final budget, and general description of the event activities and the expected impact. Failure to do so will render the applicant ineligible for future funding from the Center for European Studies.

## **E. Application Process**

Please email the application packet, preferably as a single pdf, to Morgan Rich at [morganmrich@ufl.edu](mailto:morganmrich@ufl.edu).

### **Proposal Format**

#### **Cover page should include the following:**

1. Name of applicant, Department/School and College, Rank, email address
2. Names of co-applicants, including graduate students, and their relevant information
3. Name & email address of applicant's Chair and/or Director
4. Project title
5. Amount Requested
6. Abstract (no more than 200 words, written for a general audience)

#### **Narrative** (maximum 1,000 words)

Include detailed description of the proposed event and how it addresses or relates to contemporary European Studies. The narrative should include short biographies of any potential speakers or participants and demonstrate how said participants will contribute to the event and the development of scholarly exchange on the chosen topic. The narrative should also discuss the aims of the event in terms of possible papers, book chapters in collected editions, national conferences, or other academic goals that may benefit from this project. Lastly, the narrative should address the projected audience for the event and demonstrate the relevance of the topic to the UF and Gainesville community.

#### **Budget**

Up to \$7,500 may be requested, although additional funds may be provided with sufficient justification. Applicants are encouraged to seek additional co-sponsorship and should include any commitments from other units in their proposed budget. As the majority of the funds for this award originate with the US Department of Education, the funds may not be used for the purchase of food and if travel is included as a budget item, travelers must adhere to the provisions of the Fly America Act. If the applicant is successful and does wish to utilize funds for travel, please contact CES prior to arranging travel plans to ensure proper rules and regulations are followed. Honoraria, if budgeted, may not be distributed to UF employees.

#### **Proposal Assistance**

Potential applicants are invited to write to the CES Assistant Director, Dr. Morgan Rich, at [morganmrich@ufl.edu](mailto:morganmrich@ufl.edu) in advance with any questions or concerns about the grant process or to review a draft proposal. All drafts must be submitted no later than a week prior to the grant deadline.