

Faculty and Academic Staff Development Opportunities, and Campus wide Grant Opportunities

VIEW PROPOSAL FOR UNIVERSITY LECTURES PROPOSAL

PROPOSAL SUBMITTER

Note: You may upload portions of the proposal, save that work, and return at a later time/date to finalize and submit the proposal. Proposals in the draft stage will be deleted after two months.

First Name:

Last Name:

Title:

School/College/Division:

Department:

POLICIES

- I understand that this application must be submitted prior to the event date
- I understand that this lecture needs to be free and open to the public and that if it is part of a paid event, this lecture needs to be advertised as free and open to the public
- I understand that the sponsoring unit(s) must cover any expenses not provided by the Lectures Committee

LECTURE TYPE

Choose one – those in specific categories may be eligible for additional funding:

- Brings experts, especially business people, to give lectures on the American free-enterprise system
- Contributes to an understanding of academic freedom and liberal education
- Emphasizes classical and/or modern literature
- Strengthens and enlarges the cultural and artistic undertakings of the university
- General

FINANCIAL CONTACT

Name:

PRIMARY SPONSOR INFORMATION

Sponsoring department, group, or organization:

Please indicate if the sponsor is:

- Department
- Interdepartmental Program, Institute or Center
- Registered Student Organization

CO-SPONSOR INFORMATION

Co-sponsoring unit(s):

LECTURER INFORMATION

Name:

Title:

Institution:

Departure country (from which the speaker will depart for Madison):

Lecturer's CV (2-4 pages abbreviated):

LECTURE INFORMATION

Title:

Location:

Date:

Estimated Attendance Number:

mm/dd/yyyy

Expected audience makeup (units, groups, etc.):

Briefly describe the topic of this lecture and how the lecture will contribute to the general intellectual and cultural life of the university community:

Describe additional services (if any) the lecturer will provide during the visit:

BUDGET INFORMATION: AMOUNT REQUESTED

EXPENSE	STANDARD AMOUNT	AMOUNT REQUESTED
HONORARIUM	\$1,000	
TRAVEL	Variable	
LODGING	\$138	
MEALS	\$80	
CAPTIONING	\$220	
TOTAL		0

Justification for any requested amount over the standard:

Travel cost estimate :

BUDGET INFORMATION: AMOUNT REQUESTED (ADDITIONAL)

Request for additional funding:

- Yes
- No

BUDGET INFORMATION: AMOUNT PROVIDED

EXPENSE	AMOUNT PROVIDED FROM SPONSORS	UNIT(S) PROVIDING FUNDS
TOTAL	0	

BUDGET INFORMATION: TOTAL

Total Requested \$0

Total Provided \$0

Total Budget \$0

ADDITIONAL INFORMATION

Please include additional information you'd like to provide:

Reviewer: N/A