

Hosting Academic Conferences at UNT Application

Start of Block: Call for Applications: Spring 2026: Hosting Academic Conferences at UNT

Q0

Call for Applications: Hosting Academic Conferences at UNT Please review the Call for Applications at: <https://international.unt.edu/facultystaff-resources/faculty-funding-opportunities.html>. The submission deadline is March 12, 2026. Please direct any questions to Dr. Amanda Bennett at Amanda.White@unt.edu.

Q1 Name

Q2 Title

Q3 Department

Q4 College

Q5 Email

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Q6 UNT Collaborators: Please include the following information for any additional UNT collaborators: 1. Name 2. Title 3. Department 4. College

Q7 External Collaborators: Please include the following information about the faculty/students from abroad who you anticipate will participate in the academic conference: 1. Name 2. Title 3. University/Organization 4. Country

Q8 Is this the first time the academic conference is being hosted?

Yes (1)

No (If no, please provide additional information below and note if the conference has previously been hosted at UNT.) (2)

Q9 What is the name of the academic conference?

Q10 What are the dates of the academic conference?

Q11 Which UNT building(s) will be used to host the conference? The conference must occur at UNT (e.g. Denton campus, Discovery Park, Frisco campus).

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Q12 Please provide a short summary of your proposal. Note: This response has a 1500 character limit.



Q13 What is the background information and context of this academic conference? How did UNT become the host for this academic conference? Note: This response has a 1500 character limit.



Q14 What are the objectives of hosting the academic conference at UNT? Note: This response has a 1500 character limit.

Q15 Please provide a schedule that illustrates the conference sessions and topics, presenters, and activities that will occur each day during the conference.

Q16 What is the estimated number of participants?

Q17 How many UNT faculty and students do you estimate will participate in the academic conference?

	Conference Attendees (excludes presenters) (1)	Conference Presenters (2)
Faculty (1)		
Undergraduate Students (2)		
Master's Students (3)		
Doctoral Students (4)		
Others (describe below) (5)		
Total (6)		



Q18 How many external collaborators do you estimate will attend the academic conference? Note: This response has a 1500 character limit.



Q19 Which UNT academic departments will have UNT faculty and students participating in the academic conference? How will you promote the academic conference to them to encourage their participation? Note: This response has a 1500 character limit.

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Q20 How does the academic conference contribute to UNT's global scholarship, in the following areas? Involves a substantial number of UNT faculty and students Provides UNT faculty and students with an opportunity to present their research Enhances UNT faculty and students' understanding of an academic discipline(s) by providing a comparative, global perspective Note: This response has a 1500 character limit.



Q21 How will the academic conference involve the participation of faculty/students from universities, institutions, libraries, archives, or museums abroad? What networking

opportunities will be available for UNT faculty and students with the faculty/student participants from abroad? Note: This response has a 1500 character limit.



Q22 Why does the academic conference need to occur at UNT? Why can the conference not occur virtually? Note: This response has a 1500 character limit.

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Q23 What is the estimated total cost for the conference?



Q24 Are there other financial sources (e.g. registration fees, sponsorships, etc.) that will be used to offset the conference expenses? If yes, please list the estimated amounts. Note: This response has a 1500 character limit.



Q25 Will participants be required to pay a conference registration fee? If yes, what is the amount per person and the anticipated total amount to be collected? How will the collected conference registration fees be used to support conference expenses? If not, why is a conference registration fee not being charged? Note: This response has a 1500 character limit.

Q26 Project Budget and Requested Funds: Please fill in the project budget table below.

Amount of Requested Funds*: This column should include the amount being requested in funding and include a breakdown by applicable budget category. Please note the maximum award amount and allowable expenses described below. **Approved College Cost-Share:** This column should include the amount of cost-share approved by your college and include a breakdown by applicable budget category. **Approved Department Cost-Share:** This column should include the amount of cost-share approved by your department and include a breakdown by applicable budget category. **Other Funding Sources:** This column should include other funding sources (e.g. funding from external collaborators, other university funding, etc.) and include a breakdown by applicable budget category. **Additional Expenses:** This column should include any additional expenses not accounted for in the previous categories: amount of requested funds, approved college cost-share, approved department cost-share, other funding sources. **Total:** This column should include the total amount for each budget category. **Maximum Award Amount for Requested Funds*: \$5,000** Allowable Expenses

for Requested Funds: (a) airfare for visiting faculty/students from abroad, (b) accommodations for visiting faculty/students from abroad, (c) conference meals, and (d) venue rental expenses.

	Amount of Requested Funds* (1)	Approved College Cost-Share Amount (2)	Approved Department Cost-Share Amount (3)	Other Funding Sources (4)	Additional Expenses (not included in the previous columns) (5)	Total (6)
Airfare (1)						
Accommodations (2)						
Conference Meals (3)						
Venue Rental Expenses (4)						
Other (Please note the requested funds cannot be used for other expenses.) (5)						
Total						



Q27 Budget Narrative: Please provide a brief narrative that explains how you determined the amounts for each budget item and how each item demonstrates a reasonable budget request based on the planned activities. If you included other funding sources, describe the source of funding. Note: This response has a 1500 character limit.

Q28 Did you request cost-share funds from your college?

- Yes, my request was approved in full. (1)
- Yes, my request was approved, but at a reduced amount. (2)
- Yes, but my request was declined. (3)
- No, I did not request cost-share funds from my college. (4)

Q29 Did you request cost-share funds from your department?

- Yes, my request was approved in full. (1)
- Yes, my request was approved, but at a reduced amount. (2)
- Yes, but my request was declined. (3)
- No, I did not request cost-share funds from my department. (4)

Q30

College Approval of Application: Please upload an email/letter from your dean (or dean's designee) that:

- (a) states approval for your proposed project;
 - (b) explains the decision regarding your request for cost-share, as applicable; and
 - (c) includes the amount of approved cost-share from the college, as applicable.
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Q31

Department Approval of Application: Please upload an email/letter from your department chair that:

- (a) states approval for your proposed project;
 - (b) explains the decision regarding your request for cost-share, as applicable; and
 - (c) includes the amount of approved cost-share from the department, as applicable.
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Q32 I confirm that I have read and understand the requirements for the Call for Applications: Hosting Academic Conferences at UNT. I confirm the information that I provided is accurate.

End of Block: Call for Applications: Spring 2026: Hosting Academic Conferences at UNT
