Call for Applications: Fall 2025: Hosting Academic Conferences at UNT

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 October 15, 2025.

Please direct any questions to Dr. Amanda Bennett at Amanda.White@unt.edu.

Name

Title

Department

College

Email

UNT Collaborators: Please include the following information for any additional UNT collaborators:

1. Name
2. Title
3. Department
4. College

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

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

◯ Yes

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

What is the name of the academic conference?

What are the dates of the academic conference?

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).

Please provide a short summary of your proposal.

What is the background information and context of this academic conference? How did UNT become the host for this academic conference?

What are the objectives of hosting the academic conference at

UNT?

```
```

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

```
```

What is the estimated number of participants?

```
```

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

	Conference Attendees (excludes presenters)	Conference Presenters	#Conjoint, Total#
Faculty	0	0	0
Undergraduate Students	0	0	0
Master's Students	0	0	0
Doctoral Students	0	0	0
Others (describe below)	0	0	0
Total	0	0	0

How many external collaborators do you estimate will attend the academic conference?

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?

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

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?

Why does the academic conference need to occur at UNT? Why can the conference not occur virtually?

What is the estimated total cost for the conference?

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.

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?

Budget Request:

Please complete the budget table below to indicate the amount of funds you are requesting. Please also include the amount of approved cost-share, as applicable, from your college and/or department as well as other funding sources.

Maximum Award Amount: $5,000

Allowable Expenses: (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 Funds Requested	Approved College Cost-Share Amount	Approved Department Cost-Share Amount	Other Funding Sources	Total
Airfare	$ 0	$ 0	$ 0	$ 0	$ 0
Accommodations	$ 0	$ 0	$ 0	$ 0	$ 0
Conference Meals	$ 0	$ 0	$ 0	$ 0	$ 0
Venue Rental Expenses	$ 0	$ 0	$ 0	$ 0	$ 0
#Conjoint, Total#	$ 0	$ 0	$ 0	$ 0	$ 0

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.

Did you request cost-share funds from your college?

◯ Yes, my request was approved in full.
◯ Yes, my request was approved, but at a reduced amount.
◯ Yes, but my request was declined.
◯ No, I did not request cost-share funds from my college.

Did you request cost-share funds from your department?

◯ Yes, my request was approved in full.
◯ Yes, my request was approved, but at a reduced amount.
◯ Yes, but my request was declined.
◯ No, I did not request cost-share funds from my department.

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.

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.

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.

✕ _____ SIGN HERE _____

clear

Powered by Qualtrics