



Proposal for Colloquia/Seminar Speaker

The UCHI encourages departments and faculty wishing to bring colloquia and seminar speakers to campus to seek funding support. These funds can be combined with departmental or other funds to support speaker travel and other fees.

Guidelines

No award will be made without a written proposal that includes the following information:

1. Applicant name and contact information (campus address, phone number, and E-mail)
2. Host information (sponsoring department/s, program/s, or center/s)
3. Proposed date, time, and location
4. Speaker's name and their institutional affiliation
5. Purpose of visit
6. Brief description of topic and its intended impact as it relates to UCHI's mission
7. If the program is interdisciplinary in nature, please explain how
8. Identify the intended audience, projected number of attendees
9. Amount requested from UCHI in particular
10. Amount requested from other units (if multiple units are funding, please indicate amounts)

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