



PROGRAM DESCRIPTION

The Research Conference Hosting Support program, sponsored by the Office of Research at The University of Texas at San Antonio (UTSA), is a non-competitive program that provides support for strategic initiatives. The program's main objective is to support research development conferences in San Antonio that elevate UTSA's prominence and reputation in the respective academic disciplines.

Preference will be given to applications that include a dedicated mutual investment from the applicant's department and/or the college.

ELIGIBILITY & APPLICATION LIMITS

Applicant must be full-time, and tenure track or tenured faculty at UTSA in residence at the time of application and at the time of the funding period.

The following are ineligible for funding through the Conference Support Program:

- Applicants with any outstanding reports under previously funded Office of Research awards.

AWARD INFORMATION

- **Performance Period:** October 2 – July 31, 2026
- **Estimated Number of Awards:** Subject to the availability of funding.
- **Maximum Total Funding Per Award:** Varies based on negotiations with the Office of Research. Typical approved awards range from \$1,000 - \$5,000.

SUBMISSION TIMELINE

- Applications must be submitted at least 30 days before the conference start date.
- Applications are accepted on a rolling basis and should be submitted by 5:00 pm CT on June 16 of the requested fiscal year.

APPLICATION PROCESS

- Submit your application through the Office of Research InfoReady site **at least 30 days** before the conference start date. *InfoReady applicant guide with video available [here](#).*
- Applicants will be notified via email regarding the status of the request and the amount approved.

APPLICATION COMPONENTS

Application components required at the time of submission are listed below.

Component	Maximum Length
1. Conference-Related Questionnaire	Enter in InfoReady
2. Budget Template	
3. Budget Justification	1 page

1. CONFERENCE-RELATED QUESTIONNAIRE

The InfoReady application will ask you to respond to written prompts relating to the conference such as intended audience, meeting purpose, whether the conference is transdisciplinary, benefits to UTSA, measurable outcomes, and other funding sources.

2. BUDGET JUSTIFICATION – (1 PAGE MAXIMUM)

Details of all proposed expenditures must be described in a brief budget. For each identified expense, provide a projected dollar amount considering the allowable and unallowable expenses below.

Budget Considerations

Funds can be used for the following:	Funds cannot be used for the following:
<ul style="list-style-type: none"> Venue/Facility 	<ul style="list-style-type: none"> Entertainment
<ul style="list-style-type: none"> Materials and Supplies 	<ul style="list-style-type: none"> Equipment
<ul style="list-style-type: none"> Conference Marketing 	<ul style="list-style-type: none"> Honorariums
<ul style="list-style-type: none"> Speaker Fees/Expense 	<ul style="list-style-type: none"> Membership Due
<ul style="list-style-type: none"> Food and beverage 	

AWARD ADMINISTRATION

The applicant is responsible for the administration of award funds. In particular, they must be certain that over-expenditures do not occur and that all funds are fully expended according to the program and institutional deadlines.

REPORTING REQUIREMENTS

Applicants awarded funding through this program will be required to submit a final report to the Office of Research using the InfoReady Seed Grant Reporting Form, capturing both quantitative and qualitative output. Applicants will be provided final reporting instructions before the end of their conference. Applicants are responsible for submitting a Final Grant Report 30 days after the conference end date but no later than August 30 of the fiscal year that the award is made. A final report must be filed with the Office of Research to be eligible for subsequent seed grant funding.

CONTACT INFORMATION

If you have any questions regarding grant application, reporting, and documentation procedures, please contact:

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