



INSTRUCTIONS

Please indicate how you plan on allocating **Office of Research funds** specifically, if awarded. Total costs should **not** exceed the maximum award for this program (\$5,000).

<i>Eligible Expense(s)</i>	<i>Estimated Cost</i>	<i>Description of Expense</i>
Venue/Facility		
Materials & Supplies		
Conference Marketing		
Speaker Fees/Expense		
Conference Catering (Food and Beverage)		
AV/Sound Equipment Rental		
TOTAL:		

Other Comments to Administrator:

By checking this box, I understand I may not receive the full amount requested above.