



CONFERENCE PRESENTATION Grant Proposal Worksheet

This worksheet will help you write a proposal for a Conference Presentation Grant. Use the questions as a tool to collect the information you need to provide the CUSE Grant Review Committee. Once you've completed the worksheet, organize your proposal into a cohesive argument for your participation in this conference.

TIPS

- Do your research, and answer as many of the questions as possible.
- Be explicit. Assume your audience has no familiarity with you, your field of study, or the conference you plan to attend.
- Be specific. Concrete language and specific examples are more convincing than general statements about the value of attending a conference.
- Be comprehensive, but not exhaustive (i.e., you may not end up including every single piece of information in the 4-5 page final proposal).
- Share your draft proposal with the faculty member who is writing your letter of recommendation. This will help the faculty member write a stronger letter of recommendation because they can discuss what you're doing and why. Their feedback on your draft will also help you improve your proposal.
- Use your revised proposal to draft your abstract for the required CUSE cover sheet.

The most successful proposals demonstrate the significance, relevance, and necessity of this experience to your overall trajectory of development. Your proposal should clearly indicate your preparation for a successful conference presentation that will help you move on to the next steps of your academic and professional career.

Remember to include your letter of acceptance and the conference abstract that was accepted by the conference organizing committee in your CUSE application materials.



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A. Description of Conference & Relevance

1. DESCRIBE the conference for a general audience.

What is the name of the organization sponsoring the conference? What kind of organization is it (professional organization, research network, university, etc.)? What is the organization's scope (regional, domestic, international, multinational, etc.)? What is the purpose of the conference? What type of and how many attendees will be there? How often does the meeting occur? What is the history of the conference (i.e., how long has it been held)? What types of sessions are offered (e.g., panels, roundtables, workshops, plenaries)?

2. DISCUSS the relevance of the conference.

Why are YOU interested this conference? Are there special advantages to this particular conference (e.g., undergraduate workshops, particular scholars/professionals, topics/themes aligned with your research interests)? How is this conference going to benefit *you*? Be specific whenever possible.

B. Discussion of Research to be Presented

1. PROVIDE your paper/poster title and abstract.

2. DESCRIBE your research for a general audience.

Provide context and background for your research project. How did this research originate? What is the problem you are solving or knowledge gap you are exploring? When and where did you conduct your research? What did you actually do (in layman's terms)?

3. DISCUSS the broader impact of your research and presentation.

What is your significant finding? Explain the scholarly contribution of your research using general terms. How does your research impact human knowledge? What does this finding (or findings) mean for your scholarly field?



C. Relationship to Academic Trajectory & Post-graduation Goals

1. Explain how this relates to your academic and post-graduation goals.

How will presenting at this conference enhance your developing expertise in your chosen field and particular area of research? Do you already have a next step outlined in your scholarly development plan? How will this conference bring you closer to achieving your post-graduation goals?