

2016-2017 APPLICATION TO LECTURES COMMITTEE
To be used for standard allocation and for the Chancellor's Distinguished Visitors Program

Date submitted:

All events funded through the Lectures Committee—including lectures, seminars, symposia, etc.--must be free and accessible to the general university community. Priority will be given to events with wide-spread public appeal, to those that address campus-wide priorities and to those with support from multiple departments or units. Please answer all the questions below.

1. Name and title/affiliation of proposed speaker:
2. Type of funding requested: Standard or Chancellor's Distinguished Visitors Program
“(Applications to both funds cannot be made for the same event)”
3. Title and brief description (e.g.: 1-3 sentences) of proposed event:
4. Date, time, and place of proposed event:
5. Brief outline of speaker's accomplishments and brief resume. In the case of the CDVP, please provide an explanation of what makes the candidate exceptional:
6. Quantity and anticipated audiences for this event. Please comment on the broad appeal within the campus community:
7. Specific plan to encourage attendance by anticipated audiences (e.g. flyers, print/online advertising, mass email, etc). To whom will event be marketed?
8. Department/Unit requesting funding:
9. Name and address of person initiating request:
10. Name and address of department head/unit leader authorizing request:
11. Name and contact information of your department fiscal officer:
12. Estimated Expenses (Please be as exact as possible, attach a separate justification for any expense over \$2000)

List all other sources of support and amounts:

Source of Support	\$
Source of Support	\$

Amount requested from Lectures Committee:	\$
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Transportation	\$
Food	\$
Lodging	\$
Honorarium	\$
Other: _____	\$
Total	\$

Total \$

Guidelines and Procedures:

- The Lectures Committee makes two types of allocations: Standard Allocation and the Chancellor's Distinguished Visitors Program (CDVP).
- Applications for both types of allocations will be considered four times a year. Deadlines for submission are September 1, November 1, February 1, and April 1.
- All requests must be made at least one month before the event.
- If the proposed event is part of a more extensive event, please indicate the other activities and their funding sources.
- Standard allocations are usually limited to \$750. Applicants should also seek financial support from their own academic units and from other sources.
- For very high profile events, applications for funding (up to \$5,000) can be made through the Chancellor's Distinguished Visitors Program (CDVP). Host academic units are expected to provide partial support. Visitors selected for the CDVP typically have received very high recognition in their fields. Examples of previous CDVP visitors are available [here](#).
- Lectures Committee may be unable to support more than two requests for a standard allocation and more than one request for CDVP funding originating from the same academic unit within an academic year.
- In addition to the completed form, provide a **brief** curriculum vitae or bio of the proposed speaker(s). Other documentation is also welcome, but it should be **brief**.
- If selected for funding from CDVP, units will be required to submit additional publicity materials, including a short biographical sketch and photo, both suitable for posting on the CDVP website.
- If you receive funding, you will have 60 days after the event or 30 days before the next fiscal year, whichever comes first, to complete the funding procedures or risk forfeiture of funds.
- Any funds allocated from the Lectures Committee must be expended during FY2016-2017 (July 1, 2016 through June 30, 2017) except at the discretion of the committee.

SUBMIT an electronic version as an email attachment to marsdenm@missouri.edu naming each document starting with the applicant's last name and then a document reference (ie: Jones-Lecture application). Send **only** the signed original hard copy of the application to:
Office of the Provost, 110 Jesse Hall

Person initiating request

Department Head/Unit Leader