

APPLICATION TO LECTURES COMMITTEE

To be used for [Standard Lecture Allocation](#) and the [Chancellor's Distinguished Visitors Program](#)

Application # _____ Date Submitted _____ (For Lectures Committee Use Only)
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Type of Funding Request: *Applications to both funds cannot be made for the same event*

Standard Lectures Allocation **Chancellor's Distinguished Visitor**

Name of Proposed Speaker: _____

Title/Affiliation: _____

Department(s)/Unit Requesting Funding _____

Name of person initiating request _____ Email: _____

EVENT DETAILS

Date, time, and place of proposed event: _____

Title/Theme/Topic: _____

Brief description (e.g.: 1-3 sentences) of proposed event.

Brief outline of speaker's accomplishments and resume. *In the case of the CDVP, please provide an explanation of what makes the candidate exceptional. (Provide a brief CV or bio. Other abridged documents in support of the speaker may also be provided.)*

Quantity and anticipated audiences for this event. *Comment on the broad appeal within the campus community.*

To whom will event be marketed? _____

Specific plan to encourage attendance by anticipated audiences (e.g. flyers, print/online ads, mass email, etc)

FISCAL DETAILS

Estimated Expenses (*Please be as exact as possible. Attach a separate justification for any expense over \$2000*)

TOTAL amount requested from Lectures Committee:\$ _____

BUDGETED EXPENSES

Transportation\$ _____

Food\$ _____

Lodging\$ _____

Honorarium\$ _____

Other: _____ \$ _____

Total.....\$ _____

OTHER SOURCES of SUPPORT

Source of Support _____ \$ _____

Source of Support _____ \$ _____

Name of your department fiscal officer: _____ Email: _____

Address: _____ Phone: _____

SUBMIT an electronic version as an email attachment to marsdenm@missouri.edu naming each document starting with the proposed speaker’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 - signature

Department Head/Unit Leader - signature

Department Head/Unit Leader - print

Thank you for your submission, your application will be reviewed within 10 days after the deadline and you will be informed of the status shortly thereafter.

GUIDELINES AND PROCEDURES FOR APPLICATIONS TO LECTURES COMMITTEE

To be used for [Standard Lecture Allocation](#) and the [Chancellor's Distinguished Visitors Program](#)

- The Lectures Committee makes two types of allocations: Standard Allocation and the Chancellor's Distinguished Visitors Program (CDVP).
 - Standard Allocations are usually limited to \$750. Applicants should also seek financial support from their own academic units and from other sources.
 - The Chancellor's Distinguished Visitors Program (CDVP) is intended for very high profile events and guests needing funding for up to \$5,000). 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](#)
- 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.
- Any funds awarded from the allocations in September or November must be expended during the current academic year. April allocations can be used through the autumn of the following year.
- All requests must be made at least one month before the event.
- 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 the proposed event is part of a more extensive event, please indicate the other activities and their funding sources.
- 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 that
 - appeal to a wide-ranging public
 - address campus-wide priorities
 - show funding from and appeal to multiple departments or units
 - have thoughtful budgets and marketing.
- 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.