

# Application for SIP Event Funds

*Deadline for Fall Events – July 31*

*Deadline for Spring Events – Dec 1*

<b>Contact Information</b>
Name:
Email Address:
Date:

<b>Funding Request</b>
Amount requested from SIP:
Amount requested from other sources:
Have your other sources confirmed?
How will you proceed with your event if you do not receive full funding from SIP?
How will you use this funding? Please be as detailed as possible and attach a line-item budget if you have one.

<b>Event Information</b>
Event Title:
Event Date (please specify “proposed” or “confirmed”):
Collaborators:
Co-sponsors:
Expected Attendance (participants):
Expected Attendance (audience):
If your event has multiple components, such as a public lecture and a private lunch, please specify who will participate in each activity (faculty, staff, graduate students, undergraduates, other departments, programs, and centers):

**Event Justification (300 words max)**

How does your event contribute to the research and teaching mission of the department?  
Please briefly specify how your activity enhances graduate student research/professional development, the undergraduate experience, and/or community engagement.