

Regional Undergraduate Mathematics Conferences

Funding Application Instructions

Summary of Grant Information

The purpose of this grant is to provide support for institutions or groups of institutions wishing to initiate or expand undergraduate mathematics conferences that draw participants from a particular geographical region.

The conferences that this grant supports are expected to be continuing conferences, at least on a biannual basis, so all applicants for funding, particularly those for new conferences, should indicate how the conference will be supported after the expiration of the grant.

The granting procedure uses a simple application form administered by the MAA. Conferences may assume any format that accomplishes the primary objective of the grant, which is to provide undergraduate students the opportunity to give oral presentations on mathematics, and to expand their knowledge of the wide range of theory, history, and application of the mathematical sciences.

Requests for funding will be reviewed in early June prior to the academic year in which the conference is scheduled. Proposals submitted after this period will be considered if sufficient funds remain. It is anticipated that awards will be between \$1,000 and \$4,000, but smaller and larger requests will be considered.

The awards are intended to cover a portion of the typical expenses involved with hosting an undergraduate conference. These include meals and refreshments for participants, travel reimbursement for student participants, and travel expenses and honoraria for speakers invited to enhance the primary objective of the grant. No indirect costs to institutions hosting the conferences or support for organizing the conferences will be supported by the grant.

Applicants for funding should detail all sources of funding because preference will be given to conferences that maximize the likely value of the experience that students receive relative to the grant expenditure. It is important that the proposal include the following anticipated numbers:

- Number of attending schools;
- Number of student speakers;
- Total attendance;
- Total undergraduate student attendance;
- Total undergraduate student attendance external to the host school.

Conferences having received support in the past should indicate how these anticipated numbers correspond to historic values.

Established conferences requesting grants should detail how the awarding of this grant will improve the effectiveness of the conference for the students who attend. The grant is not intended to be used to replace funding from traditional sources, but awards may be used to introduce supplemental services to benefit the participants.

Narrative

Provide the following information on no more than four pages in PDF format, using 12-point type and a standard font:

- Intended dates of the conference, including a tentative conference schedule;
- Schools from which the participants would likely be drawn;
- Likely number of undergraduate students, faculty, and others (such as graduate students);
- Likely number of undergraduate presentations;
- Methods of publicizing the conference to all institutions in the geographic region;
- Primary organizers and support personnel.

For samples of the format of current conferences you might like to refer to the following web sites. Many of these conferences have been running for a number of years, and although the formats vary, each has the components that the grant seeks to encourage. These are provided for informational purposes only, and are not intended to imply that conferences with other formats would be unacceptable:

- Hudson River Conference
<https://apps.skidmore.edu/pls/apex/f?p=115:1:1979360452284234>
- Rose-Hulman Institute of Technology
<http://www.rose-hulman.edu/mathconf>
- Texas Undergraduate Mathematics Conference
http://www.shsu.edu/~mth_jaj/tumc/
- Youngstown State University
<http://www.math.yzu.edu/pme/conferences/index.html>

Budget

Please provide a brief budget that includes the following information:

- The total amount of funding that you expect will be required to run this conference;
- A breakdown of the required funding by major items, such participant subsistence, participant travel, and invited speaker support;
- Details of costs covered by other sources. You may include support services provided by the host institution, such as postage or administrative staff time;
- Plans for supporting the funded activities of this conference on a continuing basis without the funding supplied by this grant;
- The total amount of money that you are requesting from this grant.

The MAA would like to acknowledge that the Regional Undergraduate Mathematics Conferences program is supported by National Science Foundation grant DMS-0846477.

Application Instructions

1. Use a 12-point, standard font for all application materials and submit the document as a standard PDF file.
2. Make sure that the narrative and budget (with budget justification) does not exceed four pages in length.
3. Include the name of the lead organizer in the header of each page of the narrative and budget.
4. Compile of the following materials, in the order listed, into a single PDF document:
 - Cover sheet, including the name and e-mail address of the person (one only) who should be contacted with regard to the conference;
 - Narrative;
 - Budget with justification;
 - A letter of support for the conference from the department chair or some other appropriate institutional administrator.
5. Send your complete application package to proposals@maa.org.
6. You should receive an email confirming receipt of your proposal within one week. If you do not, please contact Olga Dixon at odixon@maa.org.
7. Please note:
 - Although proposals submitted at any time will be considered, preference will be given to proposals submitted by May 15 for conferences during the following academic year.
 - Consideration of a proposal usually takes about six weeks. If you have not received a response on your proposal within eight weeks, please contact odixon@maa.org.
 - If your proposal is accepted, you will be sent a memorandum of understanding (MoU) to formalize the funding arrangement. If your institution does not permit you to sign such agreements personally, please indicate who would be the appropriate person to sign the agreement in the space provided on the cover sheet.

Regional Undergraduate Mathematics Conferences

Funding Application Cover Sheet

Contact Person:

Name: _____

Institutional Affiliation: _____

Academic Rank: _____

Office Address: _____

Office Phone: _____

Office Fax: _____

Office Email: _____

Cell Phone: _____

MoU Signatory (if different from the contact person):

Name: _____

Position: _____

Organization: _____

Office Address: _____

Office Phone: _____

Office Fax: _____

Office Email: _____