

CONFERENCE GRANT APPLICATION SAMPLE

Type: Conference Grants

Principal Investigator:

Administering Organization: ?

[View/Print Proposal](#)

The deadline for this application is
Detailed application guidelines for this program can be found by [clicking here](#).

Proposal Personnel

Principal Investigator (PI): As the PI, you are required to update your My Profile page (link in the upper right corner) and upload a PDF version of your current CV. By clicking My Profile, you will be leaving this page; we recommend clicking Save Draft in order to retain any information you may have input into the application before updating your profile.

Co-Principal Investigator (Co-PI): If there will be a Co-PI(s) on the project, they must be a registered user of the Spencer Foundation online system. The Co-PI is also required to update their My Profile page and upload a PDF version of their current CV.

Adding Co-PI(s) to your proposal: Once the Co-PI is a registered user, they will need to provide you with their Researcher PIN Number. They can find this number by logging in and clicking their My Profile link. Click the button below to enter the Co-PI's PIN number and last name; this will add them as a Co-PI and give them access to view and edit the proposal prior to submission.

[Add Co-PI](#)

Proposal Summary

* Proposal Title:

* Project Start Date: ?

Requested Amount: *This will be pulled from the budget worksheet*

* Project End Date: ?

Number of months for project: *This will be calculated based on the project start and end dates.*

* Proposal Summary (200 word limit)

200 words left

Proposal Narrative

The proposal narrative should be uploaded as a PDF file. Below are sections we expect each proposal narrative to include:

1. Purpose and significance: the applicant should make explicit the need for and benefits of the conference. This section should discuss any related activities and meetings of the same or similar topics;
2. Overview of what will be learned (rationale, timeliness, relevance to education research, theory, data, measurement and/or methodological issues relevant to the purpose of the conference);
3. Detailed curriculum with the goals and objectives for the meeting; and
4. Expected outcomes and/or products.

Formatting requirements: The proposal narrative may not exceed 2000 words; at the conclusion of the narrative, please note the word count in parentheses. Your reference list should follow your narrative in the same PDF file and will not count toward the 2000 word limit. The text should be double-spaced and in a standard, readable font and font size.

[Upload Proposal Narrative PDF](#) ?

Budget

Click the Edit Budget button below to enter your proposed project expenses and budget narrative. For projects with subcontracts to other institutions, the subcontract budget total should be entered into the main budget in the space provided and the [Subcontract Budget Form](#) should be downloaded, filled out, saved as a PDF file, and uploaded using the Upload Subcontract Budget button below.

Note: In order for the budget form to have the correct number of columns for your project duration, you should enter the start and end date above then click "Save Draft" prior to editing your budget.

[Edit Budget and Budget Narrative](#)

Subcontract Budget(s):

[Upload Files](#)

After you click the Edit Budget and Budget Narrative button, a budget form will be available for you to complete.

Project Budget

	Year 1	Total
Salaries		
Principal Investigator	<input type="text"/>	<input type="text"/>
Co-PI(s)	<input type="text"/>	<input type="text"/>
Research Assistant(s)	<input type="text"/>	<input type="text"/>
Staff	<input type="text"/>	<input type="text"/>
Tuition/Fees	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>
Subtotal Personnel	<input type="text"/>	<input type="text"/>
Project Expenses		
Fees/Stipends	<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Transcription	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
Miscellaneous	<input type="text"/>	<input type="text"/>
Subtotal Project Exp	<input type="text"/>	<input type="text"/>
Total Direct Costs	<input type="text"/>	<input type="text"/>
Sub-Contract(1)	<input type="text"/>	<input type="text"/>
Sub-Contract(2)	<input type="text"/>	<input type="text"/>
Sub-Contract(3)	<input type="text"/>	<input type="text"/>
Total Project Costs	<input type="text"/>	<input type="text"/>

Comments

Budget Narrative

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Additional Information

Draft Agenda: Below you are required to upload a draft agenda for the proposed conference.

[Upload Agenda PDF](#)

Potential Participants: Below you are required to upload a list of the potential participants you intend to invite to the proposed conference.

[Upload Participant List PDF](#)

Conference Organizers: Below you are asked to upload a document that provides information on each of the conference organizers. Please explain how their background and professional experience will contribute to the proposed conference.

[Upload Organizer Info PDF](#)

Appendices

If you have additional documents that you would like to attach to your proposal submission, please upload them here.

Optional Appendices: [Upload Files](#)

Proposal Data

Topic/Subject: Please indicate the top 3 topics your Spencer proposal is focused on:

- | | |
|--|---|
| <input type="checkbox"/> Achievement | <input type="checkbox"/> Administration/Leadership |
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Affect (e.g., Motivation) |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Civic Engagement | <input type="checkbox"/> Classroom Discourse |
| <input type="checkbox"/> Cognition | <input type="checkbox"/> Comparative Education |
| <input type="checkbox"/> Culture | <input type="checkbox"/> Curriculum |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Early Childhood |
| <input type="checkbox"/> English Education | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Foreign Language Education | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Higher Education | <input type="checkbox"/> History Education |
| <input type="checkbox"/> Human Development | <input type="checkbox"/> Immigrants |
| <input type="checkbox"/> Instruction | <input type="checkbox"/> International Education |
| <input type="checkbox"/> Language | <input type="checkbox"/> Linguistics/Sociolinguistics |
| <input type="checkbox"/> Math Education | <input type="checkbox"/> Methodology |
| <input type="checkbox"/> Middle School Education | <input type="checkbox"/> Mind/Brain Research |
| <input type="checkbox"/> Moral Development | <input type="checkbox"/> Organizational Theory/Organization Learning |
| <input type="checkbox"/> Philosophy | <input type="checkbox"/> Policy |
| <input type="checkbox"/> Pre-School Education | <input type="checkbox"/> Primary School Education |
| <input type="checkbox"/> Race/Ethnicity | <input type="checkbox"/> Reading/Literacy |
| <input type="checkbox"/> Religion | <input type="checkbox"/> School, Family, Community |
| <input type="checkbox"/> School Organization (e.g., Structure/Grouping/Tracking) | <input type="checkbox"/> School Reform |
| <input type="checkbox"/> School-to-Post-Secondary Education Transitions | <input type="checkbox"/> School-to-Work Transitions |
| <input type="checkbox"/> Science Education | <input type="checkbox"/> Second Language Learning |
| <input type="checkbox"/> Secondary School Education | <input type="checkbox"/> Social Class/Income Level |
| <input type="checkbox"/> Social Networking | <input type="checkbox"/> Social Studies Education/Civics |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Stratification |
| <input type="checkbox"/> Student Behavior/Attitude | <input type="checkbox"/> Teacher Beliefs, Characteristics, Knowledge, Effectiveness |
| <input type="checkbox"/> Teacher Education/Development | <input type="checkbox"/> Teaching/Pedagogical Studies |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Other |

Disciplinary Perspective: Please indicate the disciplinary perspectives to be utilized in your project:

- | | | |
|--|---|--|
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Communications | <input type="checkbox"/> Computer Science/Technology |
| <input type="checkbox"/> Cultural Studies | <input type="checkbox"/> Economics | <input type="checkbox"/> Education |
| <input type="checkbox"/> English/Literary Studies | <input type="checkbox"/> History | <input type="checkbox"/> Human Development |
| <input type="checkbox"/> Language/Literacy Studies | <input type="checkbox"/> Law | <input type="checkbox"/> Linguistics |
| <input type="checkbox"/> Math | <input type="checkbox"/> Neuroscience | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Political Science | <input type="checkbox"/> Psychiatry | <input type="checkbox"/> Psychology:Cognitive |
| <input type="checkbox"/> Psychology:Cultural | <input type="checkbox"/> Psychology:Developmental | <input type="checkbox"/> Psychology:Social |
| <input type="checkbox"/> Public Policy | <input type="checkbox"/> Religion/Theology | <input type="checkbox"/> Science (e.g., physics, biology, chemistry) |
| <input type="checkbox"/> Sociolinguistics | <input type="checkbox"/> Sociology | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> Other | | |


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Signature from Authorized Representative of the Administering Organization

This proposal must be reviewed and authorized by an official at the Administering Organization (e.g., a sponsored projects administrator or financial officer). Once all of the elements of the application have been completed above and it has been saved by clicking the Save Draft button below, a PDF of the submission and Spencer's sign-off form can be produced by clicking the Proposal PDF button below, and then clicking the "Export as PDF" button within the pop-up window.

Proposal PDF: [Download Proposal PDF](#)

The PDF of the proposal should be submitted to the authorized signer for review. Once the sign-off form has been completed, it must be uploaded as a PDF file using the button below. **Only the one page sign-off form needs to be uploaded.** Note: If your organization has a standard sign-off form for this purpose, that is also acceptable.

• One page sign-off form: [Upload PDF](#) 

SAMPLE