



### Proposal guidelines

- Statement of importance/impact of the research to be presented.
- Type of presentation (invited, oral, poster, etc.)
- Name, date and location of conference.
- Conference scope (International, National, Regional, State, Virtual).
- Abstract(s)
- Statement of impact of attendance for professional development
  - Benefits to ECOS
  - Benefits to presenter(s)
- Statement declaring lack of department, college, or grant support for conference attendance.
  - Signed by PI and Department Chair
- Total budget for conference attendance
- Total requested.
  - Budget justification - how funds will be used (e.g. registration, airfare, lodging, etc.).

### Decision criteria.

- Rn.