

Funding Request Application Form

The Eisenberg Institute for Historical Studies supports funding requests for conferences, symposia, workshops, visiting speakers, teaching-related activities, and other programs that enrich the community of historians at the University of Michigan.

Proposals are evaluated by the institute's Steering Committee on a rolling basis. Please apply at least six weeks in advance of the planned event(s). Proposals may be submitted by faculty, lecturers, graduate students, and staff in University of Michigan units, divisions, and departments. Awards average \$250-\$500. The institute will consider proposals for larger amounts, provided the initiative has a substantial impact on the U-M History community. Related publicity should acknowledge the institute as a sponsor.

General Criteria: When evaluating applications, the institute prioritizes requests that include faculty, lecturers, and/or graduate students in the Department of History or provide a demonstrable benefit to members of the department. Eligible programs must be public events advertised widely and open to the university community and particularly History Department faculty and students. The institute does not support events that conflict with its Thursday and Friday programs. Typically, applicants are requested to seek matching funds from other units on campus, including their home unit and through the eGIF system.

Directions: Complete the form below *or* supply the requested information in a separate document. Please include curriculum vitae for visiting speakers when possible. Submit the package via email to eisenberginstitute@umich.edu. Institute staff will confirm receipt of proposals. Proposals are reviewed at monthly Steering Committee meetings September-April. Proposals submitted in May, June, July, and August are processed according to the availability of the Steering Committee. Institute staff will notify applicants of results in a timely manner.

Funding Request

Date of application: _____

Name of event: _____

Proposed date of event: _____

Name of applicant and unit: _____

Category (check one): **Conference**
 Symposium/workshop
 Visiting speaker (include short bio or curriculum vitae)
 Teaching-related activity
 Other (explain: _____)

Brief description of event or project and proposed audience:

Budget: Itemize major expenses and other funding sources (including status of funding requests); attach table if necessary:

Amount requested from the Eisenberg Institute: _____

**University account (shortcode or project/grant number)
to which the funds will be transferred:** _____