

Requests from Teaching and Research Faculty
for Co-Sponsorship of Events by the Office of Academic Affairs

ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

Submissions must be submitted electronically to Elaine Pearson at empearson@odu.edu.

Deadline for submissions: rolling

Minimum amount that can be requested: \$2,500 (must not account for more than 25% of the total projected budget for the event)

Form of request: detailed budget for expenditures which includes an Excel spreadsheet documenting support from other units, additional 500-word (maximum) rationale in support of request, and written approval by the dean of the college housing the requesting department, school or program.

Factors to be considered in reviewing requests:

1. How will the event advance the mission of ODU and its academic priorities?
2. How will the event benefit a broad range of students at ODU; including those who are not in the department, school or program making the request?
3. What additional audience(s) will be interested in the event? Faculty? Staff? External Community Members?
4. How many attendees are expected for the event?
5. How will the event be publicized to maximize its positive impact?
6. What other financial support has already been secured for the event? Except in exceptional circumstances, applications should include documentation that financial support has been secured from the home department, school or program, as well as the college housing the requesting unit. Applicants are also encouraged to seek financial support from other groups within ODU, as well as groups and organizations external to ODU, as appropriate.
7. How will the Provost's Office be acknowledged in promotions prior to the event and at the event?
8. How will the positive impact of the event be evaluated? That is, how will you know the event has been successful in achieving the goals articulated for it?

Required reporting: Within 30 days after the co-sponsored event, a report (250-word maximum) must be submitted that includes a reflection on the extent to which the event met the goals articulated for it. *Included in the report must be the number of those in attendance at the event.* Please submit the report in electronic format to Elaine Pearson (empearson@odu.edu).