

Instructions for Submitting an Online Proposal

1. You **must** have the approval of your department or qualified unit to submit a proposal. Before you begin, familiarize yourself with the content that is required in a proposal. There is no save and return function, so it is best to type out the contents in a document file before beginning the process because if your connection is interrupted your work will not be saved.
2. The Colloquium no longer requires a copy of the resume or c.v. to be submitted along with the application. The “Justification of the Speaker” section should include a summary of the speaker’s relevant educational background, professional background, teaching experience, research experience, or any other qualifications relevant to the topics on which the speaker will present.
3. Complete all the initial information as indicated in the form. Where the form shows a suggested format, please follow that format. If you do not have the information provided or the information requested is not relevant to your Colloquium Event leave the section blank.
4. The written sections including justification of lecture/seminar topic, justification of speaker, and role of the graduate students in speaker selection are limited to approximately two normal pages of type. Please keep your entry under this length. In most cases, a couple of paragraphs are more than sufficient.
5. For the budget, if your total amount requested is less than \$400 simply place the amount in speaker fee and do not itemize your expenses. If the amount is more than \$400, itemize the budget. If the section is not applicable leave a zero in the section.
6. If you have any special variations to your Colloquium Proposal or special requests of the Colloquium Office, please put them in the notes section. Common variations to the standard format include splitting the budget between multiple departments, more than two events, etc.
7. After you have completed the proposal, click “submit application.” Print the subsequent page and have it signed by the chair of the department. Send the signed copy to the Colloquium GA at Adams Hall 223 (Graduate Reception).
8. If you have any questions, feel free to email or call the GA.
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