

Catalyst Conference Fund Application

Applicant Details

Principal Applicant/Contact

Prefix _____

First Name _____

Surname _____

Email _____

Faculty/Unit _____

Department _____

Position _____

Co-Applicant (if applicable)

Prefix _____

First Name _____

Surname _____


Email _____


Faculty/Unit _____

Department _____


Position _____


Project Details


 1. Provide a brief description of the conference, including details on whether it is local, regional, national or international, anticipated number of participants, and primary objectives and desired outcomes. (Max 300 words).


 2. Briefly describe the public engagement activities to be included in the conference. (See the Applicant Guide on the Fund's webpage for examples of types of activities. (Max 300 words).


 3. Please describe mutual contributions by Memorial and public collaborators. (Max. 300 words)

 4. Please describe mutual benefits for the public collaborators and the university? (Max. 300 words)

 5. Please briefly describe how the proposed public engagement activities (described above) align with Memorial's Public Engagement Framework. (Please choose one goal or objective that best fits). (Max. 200 words)


 Conference Budget

 Please indicate conference costs and expected revenue from all sources, including Memorial Units below.

 Proposed Budget Expenses

Please indicate the intended uses of ONLY THE REQUESTED AMOUNT FROM THE CATALYST CONFERENCE FUND Below. Select the number of expense categories, expense type (e.g. "Materials", "Travel", "Student assistance", "Other") and provide justification (as it pertains to the engagement objectives of the project) as well as breakdown of anticipated costs per category.


- Expense Categories
- 1
 - 2
 - 3
 - 4

 Expense Item 1

Expense Category _____

Amount _____


Justification and Cost Breakdown _____

 Expense Item 2

Expense Category _____

Amount _____


Justification and Cost Breakdown _____

 Expense Item 3

Expense Category _____

Amount _____

Justification and Cost Breakdown _____

 Expense Item 4

Expense Category _____


Amount _____

Justification and Cost Breakdown _____

 Financial contributions from other sources

If you have received any financial contributions from other sources, please select the number (up to 3) from the pulldown menu, and fill in the amount and name of the source.


- Financial contributions received from other sources:
- 1
 - 2
 - 3
 - 4

 Financial Contribution 1

Amount of Contribution _____

Source _____


Has this contribution been confirmed? Yes
 No

 Financial Contribution 2

Amount of Contribution _____

Source _____


Has this contribution been confirmed? Yes
 No

 Financial Contribution 3

Amount of Contribution _____

Source _____


Has this contribution been confirmed? Yes
 No

 Financial Contribution 4

Amount of Contribution _____

Source _____

Has this contribution been confirmed? Yes
 No

 Amount requested from the Catalyst Conference Fund.

Memorial's Policy on Research Impacting Indigenous Groups (RIIG)

If your application/proposed conference activities will impact Indigenous communities, peoples, or lands according to the Research Impacting Indigenous Groups (RIIG) Policy, Agreement in Principal (Concept Development Phase) may be required prior to submitting your application. Consult the Indigenous Research Office at Indigenousresearch@mun.ca if you have any questions about your specific project. It is the applicant's responsibility to ensure that all relevant policies are met. Failure to do so may lead to significant project delays, inability to conduct the project as proposed, or to secure project funding.

I understand and agree to the Terms & Conditions above.

Catalyst Conference Fund Terms & Conditions

By submitting this application the principal applicant agrees that if awarded funding, they shall: Commence the project within two months of the date of notification of award. Complete report submission via our on-line reporting form as per fund guidelines

(including evaluation data from the project) and enter the project information into Yaffle. Acknowledge the support of Memorial's Public Engagement Catalyst Conference Fund in any and all communications related to the project. Acknowledge that the Office of Public Engagement (OPE) has the right to use all or portions of submitted materials on our website and through other communications channels. Use the funding provided for the purposes as proposed and according to university and fund guidelines. Notify OPE in case of changes to the substance or timeline of the project and accept that failure to complete the project as per original proposal may result in the termination of award funding. Return unspent funds to OPE after the project has been completed or terminated. Accept that the funding allocation will be dispersed in two installments. 70% percent of the funding will be released upon the receipt of a signed award form; the remaining 30% will be released on completion of deliverables. NOTE: Please remember to hit "submit" on the landing page when ready to enter your application for review.

I understand and agree to the Terms & Conditions above.