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**CONNECTICUT SEA GRANT CONFERENCE SUPPORT REQUEST FORM**

*(Conference support requests should not exceed 3 pages with budget and justification; please review the guidance on our website that describes eligibility and prohibited budget items.*

**CONFERENCE NAME:**

**CONFERENCE DATE(S):**

**CONFERENCE LOCATION:**

**NAME OF REQUESTOR:**

**AFFILIATION:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

**TOTAL BUDGET REQUESTED:**

**Deadline for conference support:**

**PLEASE LIST ANY CONFIRMED CO-SPONSORS TO DATE:**

**Please describe the conference support opportunity by addressing the questions below:**

1) Describe, if any, the role of Connecticut Sea Grant staff in actively planning this conference.

2) Describe the role, if any, of other Connecticut-based individuals or organizations in actively planning this conference.

3) Describe how this conference will address the goals and objectives identified in the CTSG Strategic Plan , available at: <https://seagrant.uconn.edu/wp-content/uploads/sites/1985/2022/12/CTSG.Strategic.Plan_.2024-27.final_.pdf> . *(The information provided here will play a key role in determining whether support is offered.)*

4) Who typically attends this conference (e.g., students, researchers, educators, industry, agencies)?

5) How will Connecticut Sea Grant support be acknowledged, based on the level of support provided, if any? Specify any benefits related to conference sponsorship that will accrue to CTSG (e.g., complimentary registration, display table), based on the level of support provided.

6) Specify anticipated outcomes of this conference and how they support the goal(s) and objective(s) listed above. *(Recipients of conference support from Connecticut Sea Grant must submit a final report describing the conference outcomes and impacts as well as key data such as attendance numbers, and final program/agenda.)*

**BUDGET:** Please provide a budget and budget justification describing specifically how funding from Connecticut Sea Grant will be used to support the conference. Note that it is difficult to get approval to use federal funds to pay for catering and/or social events, so please factor that into your request and identify other expenses to be covered with Sea Grant support.

**TO SUBMIT:**  Submit your application via e-mail to Dr. Syma A. Ebbin at [syma.ebbin@uconn.edu](mailto:syma.ebbin@uconn.edu), include in your subject line “Conference Support Request”.

**QUESTIONS?** Contact Dr. Syma A. Ebbin via email: [syma.ebbin@uconn.edu](mailto:syma.ebbin@uconn.edu) or telephone; (860) 405-9278.