



PRESENTATION CHECKLIST (Maximum Award \$300)

1. Title of Project (if applicable)
2. Names and Roles of Presenter(s)
3. Evidence of Acceptance (attach the acceptance letter or email separately)
4. Type and Length of Presentation: if previously presented, include date, location, rationale for repeat, and evidence of submission or publication of previous presentation (*attach separately a maximum of 1 page*)
5. Abstract (*if needed, attach separately a maximum of 1 page*)
6. Budget - List overall project funds (include personal, departmental, external, etc.) and amount requested from CRS on the CRS Budget form
 - a. TRAVEL: car or airfare for all presenter
 - b. HOTEL: maximum of 2 nights (before and after presentation)
 - c. MATERIALS: cost of any presentation materials
 - d. MEALS: maximum of 1 travel day and 2 conference days
7. Intent to Publish within 1 Year (include name of probable journal)
8. Signature of Department Chair on CRS Funding Application
9. If you have previously received CRS funding, make sure the publication status of those projects is up to date with the CRS office by completing the CRS Funding Report Form.
10. Submit the Presentation Checklist with the CRS Funding Application, Department Chair's letter (if applicable), Funding Report Form (if previously funded and not already submitted), and any other materials to Jenni King in paper (WES 203A) or electronically (jrking@fsmail.bradley.edu). If submitted electronically, please PDF the necessary pages as one bundle.
11. Per university policy, all travel MUST be approved by the Provost. If your project requires travel, make sure to fill out the Travel Authorization Form. The CRS committee will consider your submittal with/without pre-approval, therefore you may submit the form after the CRS deadline. Note: forms are required by the Provost at least 30 days prior to the date of travel. Contact Jenni King at ext. 3180 if have questions.