

Dear DIZ Symposium Organizer,

As you know, to receive SICB financial support for a symposium, organizers must apply for outside funding. This can pose serious challenges for some of you, as not all agencies (including NSF) support symposia in all areas of science. The following is a guide/information to help you with obtaining NSF funding if possible. In addition, some other potential sources of funding are listed. If you know of, or have received, funding from other sources, please let us know so that we can start a useful database and guide to seeking symposium funding for DIZ.

Support From SICB –

SICB will no longer cover the full cost of registration. They will only cover \$100/speaker. Therefore, you should include registration costs in your request if they are allowed. Support from DIZ and other divisions should have been requested, but those funds are limited. Each division has a total of only \$2000 to allocate across all symposia. Given that DIZ supports multiple symposia each year, it is impossible for us to fully support any single symposium. It is possible for symposium organizers to request additional money from the Society, but it is unclear when those requests can or should be made, or how much funding is available.

Support From NSF -

1. Read the Grant Proposal Guidelines (GPG) section for symposia (and workshops) carefully.
2. There are no deadlines for submission, but plan on submitting a proposal around March.
This will require having the conversations with the NSF Program Officers in January and February. Small amounts of money are most available near the end of the fiscal year (July 1). This means that you need to get your NSF Program Directors excited and willing to fund your symposium mid-spring (March), and be sure and have it submitted in a timely manner so that they can act when the time is right.
3. BEFORE any submission, you first need to do your homework.
Determine a likely program for your proposal.
NOT all programs at NSF will support symposia at scientific meetings.
In Biology, IOS will. DEB and DBI will not (not sure about Systematics, so if one of you knows otherwise, please let us know). We do not know the policy for MCB
In the Geosciences, Bio Oce will not.
Polar Programs will.
So, if you have an ecological proposal, please talk with Dianna about how to spin the proposal to make it fit into an NSF program that will consider funding it before you talk to a Program Director.
If another program/directorate is relevant, then please CALL a Program Officer and ask if their directorate/division/program will consider supporting a symposium that is part of a national scientific meeting. Please let us know so that we can add that information.
4. Put together a 1 page info summary about the workshop, using the words most appropriate for the program you will be applying to (for example, most of us would apply to IOS, so see their web site and descriptions of programs like Organisms Environment Interactions).
5. Because Dianna was recently an NSF Program Director, you can send her your one page summary for comments and editing. If you know other ex-program directors, they can give you feedback as well.
6. In January or early February, send the 1 page description to the Program Director who is most appropriate with a brief e-mail about your symposium and ask them for a time to

discuss the proposal over the phone. If you are applying to IOS, check the web site for the appropriate Program Directors who will look at your proposals.

7. After your phone call, the Program Officer may ask for more information. Program Officers will chat among themselves, and will then discuss with you prospects for submitting a full proposal. Pay careful attention to the feedback they give you.
8. When they give the green light for a proposal, follow the GPG carefully. Do not do not make your proposal too lengthy, and be sure to place all expenses under participant support costs. There is no overhead on symposium proposals.
9. It is strongly recommended that you run your proposal by Dianna or another ex-program officer BEFORE submitting. The budget justification section needs to be in a particular format and include specific information. Also, run your proposal by your Program Officer before submitting. This will allow them to process it on their end without having to make changes.

Other sources of funding to consider:

Sea Grant

NOAA

NIH

Industry if appropriate

Joint sponsorship with other societies

We hope you will find this information useful. Please let us know if you have any questions or further suggestions.