![UF Informatics Institute — UNIVERSITY of FLORIDA]

Workshop Support for Data Enabled Science and Engineering

Program Guidelines

Timeline

Application Deadline:	Window Dates; See website for latest dates
Anticipated Notice of Awards:	Based on window
Award Funding Period (up to 12 months):	May 1, 2020 – May 1, 2021

Program Overview

The UF Informatics Institute (UFII) invitees UF Faculty to apply for support in hosting workshops that are related to Artificial Intelligence and Data Enabled Science and Engineering.

The purpose of this program is to support community building, stimulate collaboration, and foster interdisciplinary growth in Data Science and Artificial Intelligence amongst researchers at UF. Typical workshop activities would include technical presentations, training seminars, or grant application planning. Proposals involving other activities are welcome. This program is not limited by discipline, and interdisciplinary workshops are highly encouraged.

Workshops should be one/two days long.

Proposers are encouraged to discuss their proposal with the UFII Director (Dr. George Michailidis, gmichail@ufl.edu) prior to submission. The program is flexible as to workshop structure, so variations are welcome.

Total Available Funding and Award Amounts

UFII will make a total of up to $25,000 available for this RFA depending on quality of submissions and budget availability. Faculty can apply for awards of up to $3,500 each. UFII estimates to make up to 6-8 awards per year.

Eligibility

To be competitive, proposals must include or meet the following criteria:

- Proposals may be submitted by any UF faculty member , staff, or researcher on campus.
- Have relation to Data Science or Artificial Intelligence within the program.

Awardee Requirements

All principal investigators are expected to meet the following reporting requirements within the performance period of their award:

- Be responsible for the technical program of the workshop.

- Serve, upon request, on a UFII Review committee for other UFII programs.

- Site on workshop website and printed materials UFII support, including the UFII logo which can be obtained by contacting Alethea Geiger (ageiger0213@ufl.edu).

Review Process and Criteria

Proposals submitted to UFII will be reviewed by the UFII Steering Committee and UFII director for relevance to the UFII mission, thrust areas, and relevance to the purpose of this call. The final decision will be made by the Director of UFII.

Budgeting and Spending Requirements

- Funds can only be used for direct costs.

- Funds cannot be used to support faculty salaries or major equipment purchases.

- Funds are non-transferable.

- Funds must be used in the 12-month period following their release. Any un-spent funds will be returned to the UFII at the end of the 12-month funding period.

- Funds must be used for the activities detailed in the application, which can be: travel, venue space, and select local expenses.

- Alcohol is not permitted.

- No cost extensions will not be allowable unless extreme, extenuating circumstances occur. Workshops are expected to be held within the time frame as specified by the submitter.

  There are no indirect costs associated with this grant.

Application Instructions

Proposals should consist of the following materials in this sequence attached at the Workshop Support Submission Portal as a single PDF file. **Proposals must use single spacing; font size no smaller than 11 point; minimum 0.5 inch margins on all sides; tables and figure legends can be in 10 point.**

- **Cover Page:** This is automatically generated via the submission portal. Be sure to complete the online form requesting: Submitting PI/department information including contact email, workshop title, Logistical information, workshop committee members, workshop dates, and financial support requested.

- **Workshop Abstract/Summary:** (2 page maximum) Summarizes the proposed or planned program for the workshop and the following:

  - Workshop relevance to UFII goals/initiatives, Artificial Intelligence and Data Enabled Science and Engineering
  - List of potential UF speakers (Name, Department, topic)
  - List of potential or confirmed external speakers (name, department, institution, topic)

- o   Expected outcomes from the workshop and next steps, relation to other initiatives, and other information or justification

- **Workshop Budget :** Outline the proposed, specific costs UFII funds are needed for (i.e. speaker travel, venue rental, etc.).

- **Pending Support** (1 page maximum) Outline other support you have submitted for and/or been awarded for this workshop from other internal or external sources.

Contact for Questions

Please email questions to:

George Michailidis (gmichail@ufl.edu)
or
Alethea Geiger (ageiger0213@ufl.edu)

Phone: 352-294-3912