

Harold K. Sage Fund Application - Illinois State University

A. TO ENSURE FULL CONSIDERATION:

1. For FALL semester, please submit your request for support prior to **May 1**
2. FOR SPRING semester, please submit your request for support prior to **September 1**

B. THE SAGE FUND MAY BE USED TO:

- Commission outstanding authors, scholars and scientists to appear in free public lectures or colloquia at Illinois State University and to publish the lectures of the speakers when appropriate
- Commission outstanding authors, scholars, artists, scientists, or musicians to come to ISU to serve as visiting members of the faculty and to deliver lectures to classes and to the academic community.

C. CONTACT / FUNDING INFORMATION:

Person Submitting Application:

Name of Unit Requesting Funds:

Email:

Phone:

Total Amount Requested:

Indicate Foundation Account #:

Attach a spreadsheet with the detailed breakdown of funds* requested.

Note: Sage funds are used to pay for speakers (e.g. honorarium) and reimbursable travel-related expenses (i.e., airfare, meals, housing, mileage). Other expense related to an event (i.e., room rental, food, refreshment, decoration, advertisement) would not be eligible for Sage Funds and should be covered by other funding sources.

**An Accountability Report showing a detailed breakdown of final costs will be due to the Provost Office within two weeks after the event concludes.*

D. SAGE FUND INVITEE INFORMATION:

Name of the person(s) being invited to campus:

Date(s) person will be on campus (tentative date is sufficient):

Brief bio of person(s) invited to campus:

List examples of the types of activities to be scheduled (performances, public lecture, class lectures):

E. SIGNATURES REQUIRED – SUBMIT APPLICATIONS TO CHRISTIE WISSMILLER, OFFICE OF THE PROVOST, CAMPUS BOX 4000

1) Signature – Submitter of Application

Date

2) Signature – Chair/Director Signature

Date

3) Signature – College Dean Signature

Date

4) Signature - Provost (or Provost Designee)

Date