# **Grant Proposal**

***Title of Workshop:***

Name of organizer(s)

Institution

Email address

**Workshop Abstract:** Lorem ipsum dolor sit amet, lacus rhoncus dictum, elementum dictumst risus, phasellus molestie ligula convallis at ligula, et euismod, sed mattis. Lobortis euismod ligula consectetuer mollis sapien quisque, aenean urna nec, sapien nullam blandit nascetur non tempor eros, fermentum metus diam et euismod. Risus sit eget volutpat wisi nunc vel, pulvinar arcu iaculis mauris, aut ipsum massa nullam. Sed nibh purus felis etiam habitasse urna, vestibulum non elit neque imperdiet tincidunt sit, enim leo. Nunc ut, lectus scelerisque odio sagittis elit integer vel. Leo augue nec phasellus sem morbi ullamcorper, tortor enim amet aliquam, at mi consequat platea non pellentesque ut, eu ut convallis ipsum. Elit ut euismod neque non vestibulum, egestas penatibus taciti vel lectus maecenas dictum. Fermentum in veritatis, penatibus posuere, donec turpis diam auctor. Donec justo lorem sit, maecenas dignissim. Pede ipsum penatibus curae vel fames sit, non imperdiet id nec pellentesque nec purus. Urna nulla ultricies nec nec neque quis, posuere enim libero nullam, dolor enim eu nulla aliquam mattis, id adipiscing sit condimentum…

**Call for participants:** (provide if you plan to post a call, you can have a preassembled set of workshop participants)

Participants for all relates disciplines are encouraged to submit…

**Tentative Workshop Schedule:**

Day 1:

Day 2:

Day 3:

**Participant Bio(s):**

**Participant 1:**

**Participant 1:**

**Budget: *Please complete and attach the Excel Budget Template.***

The budget must be as detailed as possible. For example, you must provide an estimated travel, accommodations, and subsistence budget for each participant. You must also, to the best of your ability, estimate any other related costs that you anticipate on site, during the workshop meeting.

\*\*\*If the workshop is approved, an updated itinerary and detailed budget must be submitter 45 days prior to the scheduled meeting. This budget will be reviewed at that time and considered final, unless further revisions are approved by project manager. Each participant must t **retain itemized receipts** for approved expenses during the meeting. **Reimbursement will not be possible without an itemized receipt.** Organizers must also collect individual expense reports from all participants, and be sure that the addresses for all participants are provided on the forms as this is where they will receive their reimbursement. Airfare receipts must provide an itemized breakdown of the fare, taxes and fees, and clearly show the travelers name and class of travel. **Only economy class tickets (for both air and rail) are reimbursable.** Organizers must also retain receipts for services such as catering and accommodations. Reimbursement will be dispensed 30-45 days after all necessary receipts and information are received and submitted to MIT finance.

\*\*\*\*Please contact project manager with any questions prior to submission.