**PHT180 Policy for Financial Support of Workshops, Conferences, and Symposia**

**October 2026**

**Purpose**

PHT180 provides financial support to foster academic collaboration, knowledge sharing, and high-impact research activities. This policy outlines the guidelines, eligibility criteria, and application process for requesting financial sponsorship or funding for academic workshops, conferences, and symposia organized or co-organized by center members, affiliated faculty, and researchers.

**Scope and Support Levels**

- Eligible Event Types:
    - Workshops: Small-to-medium focused working sessions or methodology seminars.
    - Conferences: Large-scale regional, national, or international scholarly gatherings.
    - Symposia: Thematic single- or multi-day scientific/scholarly panels and discussions.
- Funding Ranges:
    - *Tier 1 (Small Workshop / Seminar):* Up to $500
    - *Tier 2 (Symposium / Medium Event):* Up to $1000
    - *Tier 3 (Major Conference / International Event):* Up to $2000

Funding is subject to annual budget availability and competitive evaluation by the PHT180 Leadership Team.

**Eligibility Criteria**

To be eligible for funding, an application must meet the following requirements:

1. Lead Organizer: The primary applicant must be a faculty member, researcher, or post-doctoral fellow affiliated with PHT180.
2. Alignment: The event topic must directly align with the strategic research priorities and mission of the center.
3. Co-Funding: Applicants are strongly encouraged to secure matching funds or co-sponsorship from departments, external grants, or partner institutions.
4. Recognition: The event marketing, website, program guide, and proceedings must prominently display PHT180 as a sponsor/co-sponsor.
5. Existing Grant or Sponsor Commitments: Events that are required deliverables, milestones, or pre-committed obligations of an existing grant, contract, or third-party sponsorship agreement are ineligible for funding. Center funds cannot be

used to fulfill contractual event obligations previously promised to external or internal sponsors.

**Eligible & Ineligible Expenses**

- Eligible Expenses:
  - Venue rental and AV/technical support
  - Keynote speaker honoraria and travel/lodging expenses
  - Catering and refreshments for scheduled sessions
  - Event materials, badging, and program printing

- Ineligible Expenses:
  - General administrative overhead or indirect costs
  - Alcoholic beverages (unless explicitly pre-approved under university policies)
  - Hardware or general-purpose office equipment purchases
  - Travel expenses for non-presenting general attendees

**Application Timeline and Deadlines**

- Submission Deadlines: Tier 1 applications must be submitted at least 20 days prior to the start of the event, Tier 2 and 3 applications must be submitted at least 30 days prior to the start of the event.
- Review Cycle: Applications are reviewed by the PHT180 Leadership Team on a rolling basis. Applications will not be accepted after the annual allocation is reached.
- Decision Notification: Applicants will receive written decision notifications within 30 days of submission or deadline.

**Post-Event Reporting & Reconciliation**

Within 30 days of the event conclusion, funding recipients must submit to pht180@rit.edu a brief Post-Event Report including:

1. A brief summary of event outcomes (number of attendees, key highlights, outputs).
2. Final itemized budget and copies of receipts for reimbursement or fund transfer.
3. Copies/photos showing PHT180 branding/logo usage.