

## **Request for Proposals from Stanford Faculty**

Issued by  
**Stanford Center on Global Poverty and Development**

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### **Introduction**

The newly launched Center on Global Poverty and Development is a Stanford University research center working to improve the lives of the world's poor. We stimulate and support research, inspire students, and collaborate with thought leaders and influencers to make a real-world impact.

The center invites proposals from Stanford faculty for conferences or other events on topics relevant to global development and poverty. Center staff will be able to assist with conference planning and logistics. Center staff can also reserve in-house conference room space based on room availability. All conference rooms are equipped with standard AV technology.

Proposals will be accepted on a rolling basis.

### **RFP scope**

Conference proposals that bring together faculty in new ways are encouraged. Conference topics may involve the broad range of disciplines involved in international development, including but not limited to earth sciences, economics, engineering, medicine, political science, policy, individually or in combination.

Conference proposals may be for lectures, smaller workshops, or larger multi-day conferences. Proposals to fund departmental seminar series will not be considered. Conferences may be academic events or events that bring policymakers or private sector leaders and academics together.

### **Proposal submission, review, and award process**

In the proposal, please include:

1. a statement of significance of the proposed conference
2. a brief explanation of the academic and policy context of the proposed conference
3. length of conference and number of presenters
4. ideal dates
5. details regarding the expected audience:
  - a. number of expected invitees and attendees
  - b. scope of invitees (Faculty? Students? Bay Area Only?)
6. a description of the role played by each faculty member involved

7. a rough budget (include Average Costs categories from below if applicable plus any additional anticipated costs; note any available co-financing and whether the additional funding has been secured or is being sought)
8. any requests for center staff assistance
9. an indication of your willingness to produce a one page 'press release' on the event for the center's website.

- The proposal is subject to a *two-page limit* with fonts no smaller than 11 point.
- The budget and budget justification are limited to *one additional page*.
- Each faculty organizer of the conference should also submit a CV.

Please note that the primary conference organizers must be Stanford faculty members.

Proposals should be submitted via email to [globalpoverty@stanford.edu](mailto:globalpoverty@stanford.edu). Proposals must be self-contained with no links to additional information.

Proposals will be reviewed on a rolling basis by a small committee appointed by the center's Faculty Steering Committee. Committee members who submit a proposal will recuse themselves from discussions of their own submissions.

It is anticipated that funding decisions based on this solicitation will be announced within two weeks of proposal submission.

### **Average costs for center events**

1. Catering per person per day (includes breakfast and lunch): \$55 - \$65
2. Restaurant dinner per person: \$70 - \$80
3. Conference room rental fees: \$2,000 daily
4. Event Services labor and furniture rentals for SIEPR conference rooms: \$2,000
5. Cleaning and trash fees: \$400
6. Other potential expenses:
  - a. Parking reservations (Galvez Lot): \$300
  - b. Printing and supplies: \$100

Additional costs will be incurred if you would like to request travel reimbursements for participants. The center generally reimburses out-of-town conference participants up to \$700 total for domestic travelers (including airfare and ground transportation) and \$1500 total for international travelers (including airfare and ground transportation). Please include details regarding reimbursements in budget proposal.

Please note that due to center policy, no honorariums can be paid.

### **Staff assistance**

Center staff have experience organizing a variety of events and can assist with the following:

1. Reserving in-house conference room space (subject to availability)
2. Drafting and circulating calls for papers and event invitations
3. Collecting paper submissions and maintaining submission records
4. Securing and communicating with vendors, such as caterers, restaurants, furniture vendors, hotels, AV technicians, parking staff, cleaning and trash support, etc.
5. Drafting and circulating reimbursement guidelines for conference participants and processing those reimbursements through Stanford's finance system
6. Supplying nametags, registration materials and other event supplies
7. Providing day-of support during the event

## **Contacts**

For questions please contact Center Deputy Director Jessica Leino [jleino@stanford.edu](mailto:jleino@stanford.edu).