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| --- | --- |
| Title of Conference: |  |
| Organization Hosting Conference |  |
| Applicant Name |  |
| Applicant Position Title |  |
| Institution/Organization/Department |  |
| Email |  |
| Phone |  |
| Mailing Address |  |
| Date(s) of Meeting |  |
| Total Budget amount |  |
| Amount Requested from JDRF |  |
| Expected Attendance |  |

Note that the following items MUST be attached:

1. **Conference Goals:** Provide an outline of what the conference it set to accomplish.
2. **JDRF Criteria:** Explain how the conference meets JDRF funding priorities ([Research Strategy – JDRF Grant Center](https://grantcenter.jdrf.org/research-strategy/)).
3. **Meeting Organizers:** Provide a list of the meeting organizers followed by a brief biographical sketch of each.
4. **Additional Funders:** Include a breakdown of which agencies will be asked to contribute as well as how much they will be asked to contribute.

Optional:

1. **Budget:** Provide a budget for the conference. Justify the budget in detail and explain the request for JDRF funds.
2. **Scientific Abstract:** Provide a scientific abstract for the conference (not to exceed one page).
3. **Lay Abstract:** Provide a lay abstract that explains the scientific abstract to persons with a nontechnical background. Not to exceed one page.
4. **Conference Speakers:** List the speakers, their titles, and their affiliations.
5. **Conference Program:** Provide the proposed program for the meeting.
6. **Dissemination of Information:** Explain how the conference will be announced and what publications, if any, will result.

**CERTIFICATION:** We, the undersigned, certify the information submitted is accurate and complete to the best of our knowledge and accept the terms and conditions of JDRF if this application is funded.

Applicant Signature:

Responsible Administrative Official: