



INVITED SPEAKER FUNDING OCT 2008 – SEPT 2009 BACKGROUND DOCUMENT

We are pleased to offer funding for invited speaker events (research seminars, brownbag talks, lectures). All GWU departments and units are eligible to apply as long as the event meets the CIBER's criteria. Funding is limited and will be granted on a first-come, first-served basis; therefore early submission of your request is strongly encouraged. **Applications should be submitted at least 30 days prior to the invited speaker talk.**

Relevance to GW-CIBER

Support under this open call is targeted at high-quality events relevant to our focal areas under the rubric of GW-CIBER's theme of *Institutions & Development*.

- **Diasporas in Development**
- **Global Governance**
- **International Security and Crisis Management / Homeland Security**
- **Trade, Investment and Labor In Developing Countries**
- **Business and Society in Critical Countries**
- **Critical & Less Commonly Taught Languages / Business Languages**

A full description of each of the areas can be found in the *Executive Summary* of the GW CIBER Program of Work, accessible via the **Invited Speaker Series Documents** link at <http://business.gwu.edu/CIBER/SpeakerFund>

Support guidelines:

- Funding **up to \$750 per speaker** will be provided with the expectation that the respective department/unit will cover any cost greater than that amount.
- Funding will be provided for up to five speakers per department/unit.
- Lodging expenses should preferably not exceed \$300 per speaker.
- GW-CIBER will cover meals and incidentals expenses within the per diem limit determined by the U.S. General Services Administration. For more information about GSA per diem rates, please visit the following web site: www.gsa.gov/HP_01Trvl_perdiem. As an exception to the previous rule, GW-CIBER will allow one courtesy lunch/dinner for the speaker(s) and one or more GW person(s), not to exceed \$100.
- Honoraria are not eligible for reimbursement.
- International travel expenses for speakers coming from overseas are not eligible for reimbursement. However, lodging and meals expenses for overseas speakers will be covered by GW-CIBER.

- Per federal government regulations, CIBER funding cannot be used for alcohol or first-class/business class airline tickets.
- Funding will be dispersed through reimbursement of actual expenses not to exceed the limits described above. Original and itemized receipts will be required for all reimbursements.

Contact Information

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