

Ida Beam Distinguished Visiting Professor Nomination Cover Form

INDICATE PRIORITY IF SUBMITTING MORE THAN ONE APPLICATION

Primary Sponsoring Department/Unit(s):

Primary Sponsor Contact(s)/Campus Address/Phone:

Name of Nominee(s):

Nominee's Institution/Organization:

Approximate Dates of Visit (be as specific as possible):

Number of days involved on campus:

Total Funding Amount Requested from Office of the Provost (from Budget sheet on next page)

\$ _____

Total Funding Amount Provided by Sponsoring Department(s)/Unit(s) (from Budget sheet on next page):

\$ _____

Nomination packet should be arranged in the following order:

- Nomination Cover Form, including Budget (two pages)
- Endorsement letter(s) from DEO of sponsoring department(s)/unit(s)
- Endorsement letter(s) from Dean of sponsoring department(s)/unit(s)
- Proposal for visit from sponsoring department(s)/unit(s)
- Schedule of proposed visit
- Budget justification/explanation
- Nominee's CV

Guidelines:

PROVOST.UIOWA.EDU/IDA-CORDELIA-BEAM-DISTINGUISHED-VISITING-PROFESSORSHIPS-PROGRAM



Ida Beam Distinguished Visiting Professor Budget Worksheet

Please provide the information requested in #1 and 2 in an attached document, not to exceed 3 pages, and either complete the budget form or provide the requested information on a separate sheet.

- 1. **Impact in the liberal arts.** Please describe how the nominee’s work has an impact on the liberal arts (or interacts with liberal art studies, if in a professional specialty). What new and interesting ideas are the nominee expected to offer undergraduates as well as graduate students and colleagues? How will the nominee broaden and enrich our intellectual climate?
- 2. **Schedule for visit.** Please describe the proposed activities during the nominee’s visit, which must include a) a public lecture to allow students and faculty beyond the specific discipline, as well as the broader Iowa City community, to participate in the exchange of ideas, and b) opportunities for undergraduates to interact with the scholar. Please highlight these activities in the proposed schedule. Also, please be as specific as possible regarding the topics of all proposed lectures.
- 3. **Budget.** Please provide budget justification and/or more detailed explanation on a separate sheet.

Honorarium ____ days at \$ ____ day (*maximum per day \$1,000*)\$ _____

Transportation

Economy-class round-trip airfare.....\$ _____

Additional (*specify on justification page*).....\$ _____

Lodging ____ days at \$ ____ (*use current [UI Rate](#)*)\$ _____

Publicity (*e.g., posters, newspaper advertisements; typically, \$200-300*)\$ _____

Meals (*list all expenses on justification page; only [current university per diem](#) for nominee may be requested*)\$ _____

Reception (*costs for alcohol may **not** be requested*)\$ _____

Other (*specify on justification page*)\$ _____

TOTAL BUDGET:\$ _____

Total amount provided by sponsoring department(s)/unit(s)\$ _____

AMOUNT REQUESTED FROM OFFICE OF THE PROVOST\$ _____