



## IDEAS Workshops Request for Proposals – Frequently Asked Questions

The following is an account of relevant questions and answers from the IDEAS Program regarding the [2025 Request for Proposals for IDEAS Workshops](#).

### **1. Can hosts charge a registration fee?**

A1. No, all IDEAS events are free to attend. Any participant costs, including catering and supplies, should be accounted for in the budget.

### **2. Does the host pay for the hotel for attendees?**

A2. No, the IDEAS Program will offer travel stipends of up to approximately \$800 to participants who need financial assistance to attend, which may be used to cover hotel, flight, and other travel costs. However, the host institution is expected to provide recommendations of up to three local hotels that the IDEAS Program may contract with for a room block.

### **3. What costs should we include in the budget?**

A3. Eligible costs include personnel (salary and wages), fringe, consultants (speaker stipends/honoraria), direct costs such as audiovisual support and video editing (all workshops), as well as room rental, supplies, and catering (*in-person* workshops only.) Applicants may include indirect costs in alignment with their institutional policies.

### **4. Can we increase the participant number?**

A4. IDEAS workshops are designed to be smaller, interactive opportunities, so the number of participants should be approximately 50. During the workshop planning phase, the IDEAS Program has worked with some hosts in the past to allow additional host-institution staff to participate in and benefit from selected workshop activities. The IDEAS Program can discuss this possibility with future hosts once selected, but all proposals and budgets should be for approximately 50 participants. All slide decks and resources will be available in the IDEAS Program [Library of Resources](#) after the completion of the workshop.

### **5. Can a university system apply?**

A5. If the university system is accredited, yes. If not, the application will need to identify a primary host institution, and should note that the application is supported by the university system of X.

### **6. Can a professional association apply? If not, may the organization act as a subcontractor on an institution's proposal?**

A6. No, only accredited higher education institutions based in the United States may apply. Yes, professional associations, external consultants, or other institutions may be included as subcontractors.

### **7. Who is responsible for marketing and promotion?**

A7. The IDEAS Program manages marketing and promotion, but we do also ask that hosts share with their own professional, academic, and/or regional networks.

### **8. Are post-workshop surveys available?**

A8. Yes, you can view sample questions [here](#).



**9. Is there any evaluative criteria on including external partners?**

A9. External partners are not required but are welcome and encouraged. External partners should bring in a variety of perspectives and/or expertise to supplement that of the host institution. Any partners and their contributions to the proposed content will be evaluated on the same criteria as the primary host institution. The majority of content should be developed and delivered by U.S. college and/or university representatives.