

Scientific Meeting Support Request

To request funds to support a polycystic kidney disease (PKD)-related scientific meeting, submit an application using the format below.

Email application to research@pkdcure.org.

Application Requirements

1. Cover letter (on letterhead) including the following items (1 page):
 - a. Meeting name
 - b. Meeting location
 - c. Meeting date(s)
 - d. Name of organization
 - e. Key organizers and their role
 - f. Contact information
2. Meeting background/history, including frequency (1 paragraph)
3. Meeting attendees: breakdown of number of participants and target audience(s) (2-3 paragraphs)
4. Meeting goals and relevance to PKD (2 page maximum)
5. Budget of requested funds, including justification of amount requested, how the funds will be spent and plan for funds not spent (2 page maximum)
6. Meeting agenda (no limit; may be submitted as attachment)
7. Sponsor levels and entitlements (official sponsor prospectus or listing of how sponsors are honored)
8. Other information not requested but that you deem important to our decision-making process (2 page maximum).

Format Requirements

1. Font: Times New Roman (or similar)
2. Font size: 11 or larger
3. Format: One PDF document (unless otherwise specified; ex. Agenda attachment)

Questions? Email us at research@pkdcure.org or call 816-268-8481