*This brief should be completed* ***at least two weeks prior*** *to an event or meeting that the Vice President for Research is either 1.) asked to attend, 2.) is a speaker, panelist, or other, 3.) involves other senior-level university officials, state/federal representatives, staffers, or employees, 4.) includes honors or awards and is led by one of UK Research’s offices or centers/institutes.*

**Send Completed Brief to:** [**lisa.cassis@uky.edu**](mailto:lisa.cassis@uky.edu)**,** [**stacy**](mailto:stacy)**.gaylor@uky.edu** , and [**vpr@uky.edu**](mailto:vpr@uky.edu)

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| **Event Name/Title** |
|  |

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| --- | --- |
| **Sponsoring Unit/Group:** |  |
| **Event Date & Time:** |  |
| **Event Location:** |  |
| **Contact for VPR:** |  |

|  |  |  |
| --- | --- | --- |
| **Are any of the following individuals invited or participating (mark each with an X)** | | |
|  | Invited | Speaking |
| President |  |  |
| EVPFA |  |  |
| EVPHA |  |  |
| Provost |  |  |
| College Dean(s) |  |  |
| Other Vice President(s) |  |  |
| Governor |  |  |
| State Representative |  |  |
| Congressional Member/Staff |  |  |
| Other, please list |  | |

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| **Is the event sponsored in part or whole by the OVPR? If so, please provide program materials in advance of posting or dissemination.** |
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| **Is the VPR being asked to participate (please explain)** |
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| **Registration Information** (if required, include link directly to the registration page) |
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| **Purpose of the Event (include URL to additional information):** |
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| **Does the event host research awards and honors? If so, then a list of awardees is required in advance of the event taking place.** |
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