



Conversations in the Disciplines

Grants in Support of Intercampus Scholarly Conferences

Request for Proposals for 2017-18 Conversations

Deadline: April 7, 2017

About the Program

The *Conversations in the Disciplines* (CID) grant program is designed to bring together SUNY faculty and visiting scholars from non-SUNY institutions to examine new trends, address changes and challenges, review promising research findings, and professional developments in a wide range of disciplines and fields. The program has supported over 500 Conversations since 1965.

CID focuses on scholarly and creative activities, and new developments in academic disciplines and fields. Conversations may also include examination of related curricular innovations. Proposals that include discussion of instructional matters must have participation by the appropriate disciplinary departments. Proposals are reviewed by the SUNY Faculty Senate Committee on University Programs and Awards ("Committee"). The Committee then forwards its recommendations to the SUNY Executive Vice Chancellor and Provost who makes the final award determinations.

Participants may receive grants up to \$5,000 to help support each approved conference. Conversations normally occur between September 1 and June 30.

Selection Criteria

Overall project worthiness is the major consideration in the selection of proposals for CID support. Key considerations that should be addressed in your proposal, include:

- **Facilitation of Scholarly Exchange:** As this is the major purpose of the Conversation, a strong proposal demonstrates its scholarly relevance to the topic chosen and is innovative, timely and has clearly stated objectives. Conversations should last at least one full day. Priority is given to proposals that involve multiple SUNY campuses. SUNY CID funding is not intended to support meetings of groups or professional organizations that would be held irrespective of program support.
- **Feasibility:** The proposed program must be realistic in its objectives, scope, and implementation. The clarity of the program structure is a critical element of the proposal. The proposed program should have clear and attainable goals and a carefully planned agenda.
- **Participant Qualifications:** Proposed speakers, panelists, discussants, moderators, etc. must be appropriately qualified and distinguished. A brief summary of career and academic achievements of each proposed presenter (from all involved campuses) should be included. Tentative commitments from participants strengthen the proposal.
- **Program Benefits:** The proposal must explain clearly how the proposed Conversation will benefit all participating campuses (rather than a single campus) and attendees.

- **Budget:** Completion of the Budget Page form is required. The proposed budget should detail honoraria; travel expenses, including meals (breakfast and dinner); lodging; clerical support; publicity; and other costs. Honoraria may not be requested for SUNY faculty and staff. No single presenter may receive more than \$500 as an honorarium from CID funds (honoraria may be supplemented from other funding sources).

Guidelines for Preparing Proposals

Eligibility

Any full-time, regular SUNY faculty member or academic department (or equivalent organizational unit, such as a center or library) on a campus is eligible to submit a proposal for planning and hosting a Conversation. Multidisciplinary and multi-campus collaborative efforts are actively encouraged. Only one proposal may be submitted per department per year, whether submitted singly or jointly. Members of the Committee will recuse themselves from voting on projects submitted from their campus.

Proposal Format

The proposal should consist of a Title Page, Proposal Narrative, and Budget Page.

1. **Title Page** - Use the Title Page template at http://system.suny.edu/media/suny/content-assets/documents/provost/cid/CIDTitlePage_11217.docx. Be sure to obtain necessary signatures and endorsement.
2. **Proposal Narrative** - (No more than 12 pages, double-spaced, 12 pt font)
 - a. **Facilitation of Scholarly Exchange**
 - i. The extent to which scholarly exchange is facilitated is a critical component of your proposal. Describe the Conversation rationale, consistent with the criteria above.
 - b. **Feasibility**
 - i. General description, format of program, purpose and goals.
 - ii. Evidence of administrative support, resources, detailed agenda (event must be at least one full day in length).
 - iii. Preliminary arrangements/acceptances from participants made, if any, with speakers, etc.
 - c. **Participants**
 - i. Anticipated total participation: description and number of SUNY and other campuses represented; description and number of SUNY faculty participants and nature of their participation; description and number of non-SUNY faculty participants, speakers, panelists, persons reading papers, SUNY and non-SUNY students, public audience, etc.
 - ii. Brief paragraph noting career and academic achievements of proposed speakers. (The vitae of applicants and presenters should not be submitted with the proposal.)
 - d. **Benefits/Significance**
 - i. Benefits to participating SUNY campuses; SUNY as a whole; the audience and others.
3. **Budget** - Use the Budget template at http://system.suny.edu/media/suny/content-assets/documents/provost/cid/CIDBudgetPage_11317.docx.

- i. Enter anticipated source of funds, specifying sources and amounts, if any, from campus or from external sources in addition to the CID program.
- ii. Enter CID expenditures, identifying clearly how funds are to be expended. This is a Line Item Budget explanation.
- iii. Receipts such as, registration fees are to be included in the Budget. The Committee strongly recommends the use of registration fees to cover the costs of luncheons, coffee breaks, refreshments etc.

Understanding/Agreement

It is understood and agreed to by the applicants that:

- I. Terms and Conditions of this program (see Appendix A) have been read and accepted;
- II. Any funds awarded are to be expended for the sole purposes outlined in the proposal, and any funds not expended for these purposes shall revert to SUNY upon completion of the project or termination date of the award, whichever is earlier;
- III. Any major change in the original theme or purpose of the Conversation requires prior written approval; and
- IV. If accepted, any budget cuts made by the Committee presupposes that the Conversation as proposed in the application will be completed for the awarded amount.

Submitting the Proposal

Save the Title Page (with signatures), Proposal Narrative, and Budget Page as a single PDF, using the last name of the project director and campus (e.g. Smith_Oneonta). Go to the [CID homepage](#) and click on the blue “Submit an Application” button to upload the application. A system-generated message will acknowledge the proposal submission.

Closing Date

All applications for 2017-18 *Conversations in the Disciplines* must be received by **Friday, April 7, 2017**.

Notification

Notification of proposal selection is a two-step process. Proposal review and award recommendation will be made to the Executive Vice Chancellor and Provost by mid-May. Once the award determination has been made by the Provost, all successful Project Directors will be informed of their selection, with the caveat that support is contingent upon receipt of program funding from SUNY's operating budget. After program funding is assured, Project Directors will be notified and directed to proceed with planning for their Conversation.

Program Contact

Please direct all questions to Assistant Provost Kristina Bendikas at: CID@suny.edu; 518-320-1429.

Appendix A

Terms and Conditions Governing Conversations in the Disciplines Program Awards

Expenditures

Expenditure of funds must be in accordance with State University of New York policies and procedures. All forms and correspondence authorizing disbursement of funds are to be processed through the campus Business Office (not the Research Foundation). Any funds not expended for the Conversation shall revert to the State University of New York - System Administration upon completion of the project or termination of the award, whichever is earlier.

Unallowable Costs

Conversations funding solely supports the activities outlined in the application proposal submitted to the CID program. Program funding may **not** be used for: (a) Honoraria to SUNY (including Contract and Community College) faculty or staff participants; (b) honoraria in excess of \$500 to any single presenter, supplementation may be made from other sources; (c) Compensation to planners (e.g., directors, collaborators) for their efforts in preparing and conducting the Conversation; (d) Meal costs (breakfast and dinner) for individuals other than presenters and planners, registration fees are encouraged to cover the costs luncheons, coffee breaks and refreshments; and (e) alcoholic beverages.

Prior Approval

Prior approval of the SUNY Faculty Senate Committee on University Programs and Awards (“Committee”) is required for the following: (a) significant modifications to the budget as approved at the time of award; (b) change of the Conversation Project Director; (c) significant changes in the theme or purpose of the Conversation; and (d) changes in the conference dates of more than one month from those specified in the grant proposal.

Reporting Requirements - The Committee requires the submission of: (a) the [Award Acceptance Form](#) confirming the Project Director’s acceptance of the funding and providing the state account number to which award funding should be routed (For those proposals that indicated external funding, a copy or scan of the sponsor(s) commitment letter(s) must accompany the Award Acceptance Form); and (b) an [Evaluation Report](#) of the activities supported by the award due within 60 days of the Conversation's completion.

Program Participation

As Conversations are conducted to benefit scholarly development within State University, the host campus must send a Conversation announcement to the academic dean and *appropriate* faculty chair of each SUNY campus including the statutory and community colleges.

Publicity, Printed Matter and Publications

The printed program of a Conversation should bear a sponsorship credit stating, "This conference is sponsored by the Conversations in the Disciplines Program of the State University of New York." Publications resulting from the Conversation are subject to the copyright policy of State University of New York. A copy is to be submitted to the Committee support office.