Conversations in the Disciplines
Grants in Support of Intercampus Scholarly Conferences

Request for Proposals for 2020–2021 Conversations
Deadline: March 27, 2020

About the Program

The Conversations in the Disciplines (CID) grant program brings together SUNY faculty and visiting scholars from non-SUNY institutions to examine new trends, address changes and challenges, and 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 on 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.

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

Selection Criteria

Overall project worthiness is the major consideration in the selection of proposals for CID support. Address the following key considerations in your proposal:

- **Facilitation of Scholarly Exchange**: Since scholarly exchange is the major purpose of the Conversation, a strong proposal should demonstrate its scholarly relevance to the chosen topic, be innovative and timely, and provide clearly stated objectives. Conversations should last at least one full day. Proposals that involve multiple SUNY campuses will receive priority. 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. Include a brief summary of career and academic achievements of each proposed presenter (from all involved campuses). Tentative commitments from participants strengthen the proposal.

- **Program Benefits**: Explain clearly how the proposed Conversation will benefit all participating campuses (rather than a single campus) and attendees.
• **Budget**: Complete the Budget Page form (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 (however, 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 each year, whether submitted singly or jointly. Members of the Committee will recuse themselves from voting on projects submitted from their department.

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

A. **Title Page.** Use the Title Page template. Be sure to obtain necessary signatures and endorsement.

B. **Proposal Narrative.** The narrative should be no more than 12 pages, double-spaced, 12 pt font size. Applicants must use the following four headings:

1. **Facilitation of Scholarly Exchange**
   The extent to which scholarly exchange is facilitated is a critical component of your proposal. Describe the Conversation rationale, consistent with the Selection Criteria stated above.

2. **Feasibility**
   - General description, format of program, purpose, and goals.
   - Evidence of administrative support, resources, and detailed agenda (event must be at least one full day in length).
   - Preliminary arrangements made, if any, with speakers, discussants, attendees, etc. Include any acceptances from participants.

3. **Participants**
   - Anticipated total participation: description and number of SUNY and other campuses represented; description and number of SUNY faculty and student participants and the nature of their participation; description and number of non-SUNY faculty and student participants and the nature of their participation, and the broader public audience.
   - Include a brief paragraph about each proposed speaker, noting career and academic achievements. Do not submit the vitae of applicants and presenters with the proposal.

4. **Benefits/Significance**
   - Why is this program significant?
   - How will participating SUNY campuses, SUNY as a whole, the disciplines, and the broader public benefit from this program?
C. Budget

- Use the Budget template at the CID homepage. Enter anticipated source of funds, specifying sources and amounts, if any, from campus or from external sources in addition to the CID program.
- Enter CID expenditures, identifying clearly how funds are to be expended. This is a Line Item Budget explanation.
- Include receipts such as registration fees in the Budget. The Committee strongly recommends the use of registration fees to cover the costs of luncheons, coffee breaks, refreshments, etc.
- Itemize all expenses on page 2.

Understanding/Agreement. The applicants understand and agree to the following:

- All Terms and Conditions of this program (see Appendix A);
- Any funds awarded will be expended for the sole purposes outlined in the proposal. 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;
- Any major change in the original theme or purpose of the Conversation requires prior written approval; and
- If the Committee makes any changes to the proposed budget and if the applicant agrees to those changes, then 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. Name the proposal using the last name of the project director and campus (e.g., Smith_Oneonta). At the CID homepage, click on the blue “Submit an Application” button to upload the application. A system-generated message will acknowledge the proposal submission.

Closing Date

All 2020–21 CID applications must be received by Friday, March 27, 2020.

Evaluation and Notification

The SUNY Faculty Senate Committee on University Programs and Awards (“Committee”) reviews all proposals, then forwards its recommendations to the SUNY Senior Vice Chancellor and System Provost who make the final award determinations by mid-May. The System Provost will notify all successful Project Directors 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

Direct all questions to Yvette Roberts, Special Assistant to the Vice Provost and Vice Chancellor for Academic Affairs and Program Manager for Faculty and Staff Awards at CID@suny.edu or 518-320-1670.
Appendix A
Terms and Conditions Governing Conversations in the Disciplines Program Awards

Expenditures
All funds must be expended 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 supports only the activities outlined in the CID proposal. Program funding may not be used for the following:
- Honoraria to SUNY (including contract and community college) faculty or staff participants;
- Honoraria in excess of $500 to any single presenter. Other sources may supplement honoraria;
- Compensation to planners (e.g., directors, collaborators) for preparing and conducting the Conversation;
- Meal costs (breakfast and dinner) for individuals other than presenters and planners. Registration fees are encouraged to cover the costs of luncheons, coffee breaks and refreshments; and
- Alcoholic beverages.

Prior Approval
The SUNY Faculty Senate Committee on University Programs and Awards must give prior approval for the following:
- Significant modifications to the budget as approved at the time of award;
- Change of the Conversation Project Director;
- Significant changes in the theme or purpose of the Conversation; and
- Changes in the conference dates of more than one month from those specified in the proposal.

Reporting Requirements – Awardees must submit the following:
- 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, include a copy or scan of the sponsor(s) commitment letter(s); and
- 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 the 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
On the printed program of a Conversation, include the following sponsorship credit: "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 the State University of New York. A copy of any publications should be submitted to the Committee support office at CID@suny.edu or Office of Academic Affairs, SUNY System Administration, 353 Broadway, SUNY Plaza, 5th Floor – Room S508A, Albany, New York 12246.