



Here is a preview of the questions that a new Working Group would be required to answer in the Fall 2022 Call for Proposals application portal.

Before you begin, we encourage you review the [Call for Proposals](#) page on the Corridor website and [Tips for a Successful Proposal](#).

TECHNICAL NOTE: The online submission form is built in Qualtrics, layered with complex logics. As such, we are aware of certain quirks within that can affect some (but not all) users/browsers, so we ask you to be prepared and patient as you navigate your way through the prompts. As one example, you may appear to be 'stalled' on a page (i.e., clicking the Next button at the bottom-right of your screen does not immediately take you to the next section) but keep trying! It has taken some users multiple button clicks before the page will 'catch up' and advance. Inability to advance may also mean that you haven't completed a required field.

If you have questions or run into difficulties, please email CNYHumanities@syr.edu for assistance.

1. What **type of proposal** are you submitting today? [One choice]
 - a. New Working Group
 - b. Continuing Working Group- Activities (*proposing Activities precludes your group from also proposing a Signature Event this academic year, and vice versa*)
 - c. Continuing Working Group- Signature Event (*only available to working Groups that have been active for 1.5 or more years and precludes your group from also proposing Activities within the same academic year*)

2. Please enter your **full name**.

3. Please enter your institutional **email address**.

You will enter the email addresses of your collaborating Working Group organizers in an accompanying section.

4. Provide a **brief name or title** to be used to identify your Working Group.

5. Provide a **brief description** of your Working Group. The text you enter here will be used on the Corridor [website](#). (Limit 250 Characters.)

TIP: Continuing Working Groups may wish to view / copy & paste / edit as needed the description currently published to your group page at cnycorridor.net.

6. Provide a brief summary of your Working Group's **collaborative goals**. (Limit 300-400 Words.)

TIP: Continuing Working Groups may wish to view / copy & paste / edit as needed the goals currently published to your group's page at cnycorridor.net.

7. Identify the **Research Area or Cluster** that most closely aligns with your Working Group's interests [to be chosen from a drop-down menu].

For more information on the Research Areas or Clusters, visit:
<https://www.cnycorridor.net/clusters/>.

8. List the name, institutional email address, title(s), department(s), and institutional affiliation for **all** of your Working Group Organizers. **Don't forget to include yourself in this list.**

Please Remember:

- Each Working Group needs faculty/staff Organizers from **two or more** Corridor institutions:
 - **At least one Working Group Organizer** in every Working Group must be from Cornell University, Syracuse University, or the University of Rochester.
 - **Organizers cannot all be in one Corridor locale** – All Syracuse (Syracuse University/Le Moyne College); all Rochester (Rochester Institute of Technology/University of Rochester).
 - You can belong to (or organize) **more than one Working Group**.
 - **Graduate students cannot** be Organizers but may participate in Working Group activities.
9. Please indicate whether your Working Group is open to being contacted by others who may want to join your collaborations or whether you are a closed group of collaborators. **Either option is perfectly acceptable.**
 - a. Open to New People
 - b. Closed Group of Collaborators
 10. How many activities are you proposing? [choices range from 1-6]
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Activity Details: We highly recommend that your group of organizers settle on the number, 'host campus,' and chronological order of activities **before** you begin filling out this part of the form, since it will be difficult to remove, reallocate, or re-order activities once a draft has been created. *[However, note that details within each activity block will remain editable until the submission deadline.]*

New Working Group Proposed Activity/ies:

You will answer this set of questions for each proposed activity.

New Working Groups may receive up to \$2,000 in funding in their first award cycle.

11. Please enter the **title** of your proposed activity. This title will be listed on the Corridor website.

12. What **type of activity** is this? **Please select all that apply.**

- a. Mini-Conference
- b. Lecture
- c. Reading/Writing Group
- d. Workshop
- e. Meeting
- f. Performance
- g. Exhibit
- h. Teaching Exchange
- i. Video Production
- j. type in a different activity type

13. Who is the **intended audience**? **Please select all that apply.**

- a. Open to the General Public
- b. Open to the Corridor Public
- c. Invitation-Only

14. Since Corridor funding stems from three institutions' endowments, our overall budget is tied to specific funding levels by host campus and semester. Even if your "location" is online, the "Host Campus" is where any financial expenses will be administered.

Please select the **host campus** for this proposed activity.

- a. Colgate University
- b. Cornell University
- c. Hamilton College
- d. Hobart and William Smith Colleges
- e. Le Moyne College
- f. Rochester Institute of Technology

- g. Skidmore College
- h. St. Lawrence University
- i. Syracuse University
- j. Union College
- k. University of Rochester

15. Please select the **semester** of the proposed activity.

- a. Spring 2023
- b. Fall 2023
- c. Spring 2024

16. **Approximate Activity Date(s)**, if known.

17. Please provide a **brief description and rationale** for the proposed activity. (Limit 400 Words.)

Proposed Activity Budget:

For instructions on completing your proposed activity budget, please review our [tips for a successful proposal](#).

Enter your estimated budget breakdown, below, then complete the budget narrative that follows to provide context for your requests. **New Working Groups may receive up to \$2,000 in funding in their first award cycle.**

For travel and honoraria (if relevant), **only** include costs for invited scholars, performers, artists, etc. from **non-Corridor institutions**.

(Invited scholars, performers, artists, etc. from Corridor institutions are eligible for the [Intra-Corridor Travel Supplement](#) but may not receive honoraria from Corridor funding.)

Note: Additional funding for **accessibility costs**, to support inclusive-format activities (e.g., closed captioning, real-time transcription, ASL, etc.), can be requested in a separate section following this budget. The Corridor awards these funds above and beyond your baseline activity budget.

18. Please provide **an estimate of the budget breakdown** for this proposed activity.

You are also required to complete the budget narrative below.

- a. Speaker Fees/Honoraria for speakers, performers, artists, etc. from non-Corridor Institutions

- b. IT Fees and Technical Supports (e.g., webinar license fees, remote-format collaborative platforms, recording/sound technicians, videography, etc.)
- c. Scholarly materials tied to proposed Working Group activities/collaborations (e.g., copies of books, films, musical scores, etc.)
- d. Air/Ground Travel for speakers, performers, artists, etc. from non-Corridor Institutions
- e. Hotel/Accommodations for speakers, performers, artists, etc. from non-Corridor Institutions
- f. Receptions
- g. Group Meals
- h. Other (Please provide details in the question below as to what these proposed costs are for.)
- i. Total (Please enter the total of eight boxes above.)

19. Please provide a brief **budget narrative**. (Limit 400 Words.)

If your activity **does not require funding**, please enter N/A.

20. In the box below, list your **invited guest scholars, performers, artists, etc. from non-Corridor institutions** (this could include academic institutions, community organizations, non-profits, government agencies, arts organizations, etc.), **as well as any key invited guest scholars from Corridor institutions**.

For each invitee, please include their title, affiliation, and brief description.

21. Do you anticipate needing **accessibility services** for your activity (e.g., closed captioning, real-time transcription, ASL, etc.)?

- a. Yes
- b. No

22. If so, describe the **accessibility services** (e.g., closed captioning, real-time transcription, ASL, etc.) needed.

23. Provide an estimate of the **additional expenses** related to the accessibility services needed.

As a reminder, these additional expenses can be requested **in addition** to your baseline budget requests.

Note: Activity specific questions repeat on the proposal form if you selected more than one activity.

If you have any questions, please email CNYHumanities@syr.edu.