



Central New York Humanities Corridor

Here's a preview of the questions that a Continuing 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?

Note: If you are a Continuing Working Group that would like to propose activities and a Signature Event, you will need to complete this proposal form twice.

- a. New Working Group
- b. Continuing Working Group- Activities
- c. Continuing Working Group- Signature Event

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 a section below.

4. What is your Working Group's **research cluster code and title** (e.g., HS3, Urban Humanities)?

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

If you are a **Continuing Working Group**, you may view your Group's current description on our [website](#). You can copy and paste in the current description and/or make changes.

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

If you are a **Continuing Working Group**, you may view your Group's current collaborative goals on our [website](#). You can copy and paste in the current description and/or make changes.

7. 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.
8. If your Working Group has a **larger list of members** (in addition to the Organizers listed in the previous question), please upload a document listing the names titles, departments, institutional affiliations, and email addresses of each of your members.

As a reminder:

- **Organizers** submit proposals and plan/host activities.
- **Members regularly participate** but do not submit proposals or plan/host activities.
- Graduate students cannot be Organizers but may participate in 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. Corridor institutions have different protocols for handling Corridor funds and are not uniform. By submitting this proposal form, you affirm that your Working Group Organizers will follow **all appropriate protocols** at your host and home institutions.

- a. We understand that different institutions have different financial procedures and that we need to confirm those processes ahead of time. We will seek approval for any changes to the approved budget outline in advance of the activities.

11. How many activities are you proposing?

- a. 1
- b. 2
- c. 3
- d. 4
- e. 5
- f. 6

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.]*

Continuing Working Group Proposed Activity #1:

Please answer the following questions for your first proposed activity.

Continuing Working Groups with activities occurring in more than one Corridor location over time may apply for up to \$6,000 per academic year (up to \$3,000 per activity).

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

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

- a. Workshop
- b. Meeting
- c. Seminar/Symposium/Conference
- d. Lecture
- e. Teaching Exchange
- f. Reading/Writing Retreat
- g. Click to Write Type of Activity

14. 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

15. 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

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

- a. Fall 2022
- b. Spring 2023

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

18. 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. **Ongoing groups with activities in more than one Corridor location over time may apply for up to \$6,000 per academic year (up to \$3,000 per award/activity).**

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 using Corridor funding.)

Note: Additional funding for **accessibility costs**, to support inclusive-format activities (e.g., for 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.

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

You are also required to complete the budget narrative (text entry).

- 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.)

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

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

21. 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.

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

- a. Yes
- b. No

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

24. 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: The activity specific questions would repeat on the proposal form if you selected more than one activity.

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