



Here is a preview of the questions that a Continuing Working Group proposing a “Signature Event” 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 (*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 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.)

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. 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.

Please Remember:

- **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.

Signature Event Details:

Please answer the following questions for your **Signature Event**. Please try to include as much detail and information as possible, as **funds are limited for these higher budget activities**. Signature Events may receive **funding up to \$10,000**.

11. Please enter the **title** of your Signature Event. This title will be listed on the Corridor website.
12. What **type of Signature Event** 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.

As a reminder, Signature Events require a public component.

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

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

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

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

16. Provide a **description** of your Signature Event, including **your rationale, target audience, and expected outcomes**. (Limit 700 Words.)

17. Signature Events require substantive involvement from individuals affiliated with **at least three different Corridor institutions, one of which must be Cornell University, Syracuse University, or the University of Rochester**. Indicate below your active, **participating institutional affiliations** related to this proposed event.

- 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

18. Please select the **host campus** for the Signature Event.

- a. Cornell 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

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. **Signature Events may receive funding up to \$10,000.**

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., 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 Signature Event.

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.)

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

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

21. Please 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.

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