



IMPORTANT NEW CHANGE

The Corridor is moving to a once-a-year funding cycle! Each spring, we will invite Working Groups to submit proposals for activities in the Fall and/or Spring semesters of the upcoming academic year.

APPLY FOR WORKING GROUP FUNDING between February 20 and March 27, 2023.
[*The next cycle will open Spring 2024 to apply for 2024-2025 academic year awards*].

We welcome proposals from new and existing Working Groups led by faculty and academic staff at Syracuse University, Cornell University, the University of Rochester, Colgate University, Hamilton College, Hobart and William Smith Colleges, Skidmore College, St. Lawrence University, Union College, Le Moyne College, and Rochester Institute of Technology.

PLEASE REVIEW the [Call for Proposals](#) on the Corridor website and our [Tips for a Successful Proposal](#) prior to completing this form.

REMINDERS:

- All Groups are expected to provide strong funding rationales and to rotate awards across Corridor locales and host institutions over time.
- Since Corridor funds support academic-year activities, proposed activities must take place within Fall / Spring semesters (no summer awards/funding).
- All Fall awarded activities and expenses should be completed and submitted by December 15; all Spring awarded activities and expenses should be completed and submitted by May 15, for processing.

TECHNICAL NOTE: We are aware of occasional quirks within the Qualtrics form that can affect some 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 could also mean that you haven't completed a required* field.

To minimize technical difficulties, we recommend that Group Organizers collectively prepare as much as possible 'offline' before answering the proposal form questions online. A copy of your submitted proposal will be emailed to you upon completion. The confirmation email will include a personalized link, should you or others in your group need to edit -- and resubmit -- your responses up until the proposal deadline.

Questions? Please email CNYHumanities@syr.edu.

Continue reading for a preview of the Continuing Working Group application.

This is a preview of the questions a Continuing Working Group would be required to answer during the **Spring 2023 Call for Proposals**.

1. What **type of proposal** are you submitting today?

*Please remember:

- **Continuing Working Groups** may only apply for Activities -OR- Signature Event funding.
- **Signature Events** are only available to Working Groups that have been active and successfully managing their awards for more than 2 years.
- **All Groups** -- New and Continuing -- are expected to provide strong funding rationales and to rotate awards across Corridor locales and host institutions over time.

a. New Working Group

b. Continuing Working Group-Activities

c. Continuing Working Group-Signature Event

2. Provide the **Full name** of the person initiating this proposal.

3. 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 **research cluster code and title** (e.g., HS3: Urban Humanities)?

5. Provide a **brief description** of your Working Group as it might appear on the Corridor website. (*limit 250 characters*)

Continuing Working Groups may view your Group's current description, and list of Organizers, on [our website](#). You can copy and resubmit that information here and/or make changes.

6. Provide a brief summary of your Working Group's **collaborative goals**. (*limit 2000 characters*)

You may view your Group's current goals on [our website](#). You can copy and resubmit that information here and/or make changes.

7. List the name, institutional email address, title, department, 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.
- 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. By submitting this funding request, you affirm that as Working Group Organizers you will follow **all appropriate protocols** at your host and home institutions. You will be asked to acknowledge that...
- a. We understand that different institutions have different financial procedures and that we need to confirm those processes ahead of time.
 - b. We will seek approval from the Corridor for any changes to the approved budget outline in advance of the activities.

Activity Details:

We strongly recommend that, as Organizers, you settle on the host campus, number and chronological order of multiple 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.

Continuing Working Groups may apply for up to \$3,500-4,000 per award, not to exceed a cap of \$7,000 across multiple awards within the same academic year.

[Possible examples: proposing two \$3,500 awards -or- three \$2,300 awards, etc. where no single award exceeds \$4,000 and multiple awards do not exceed \$7,000 in total, within the same cycle.]

Continuing Working Groups may only apply for Activities **or** Signature Event funding.

Signature Events are only available to Working Groups that have been active and successfully managing their awards for more than two years.

11. How many activities are you proposing? (*choose a number from 1-6*)

12. Please enter the **title** of proposed activity (# __) as it might appear if posted on the Corridor website.

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

- a. Lecture
- b. Conference
- c. Workshop
- d. Performance
- e. Film
- f. Exhibit
- g. Writing/Reading Group
- h. Meeting
- i. Other (describe)

14. Who is the **intended audience**?

- a. Open to the General Public
- b. Open to the Corridor Public
- c. Working Group Members (or any invited guests) only

15. Three different endowments support Corridor activities across 11 campuses. For each proposed activity, you must specify a host campus, even if your "location" is online. "Host Campus" information designates where an award will be administered and is not easily changed after an award is made.

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 2023
- b. Spring 2024

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

18. Please provide a **brief description and rationale** for the proposed activity. (*limit 2000 characters*)

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 a rationale/context for your requests. Be as specific as possible. **Continuing Working Groups with activities occurring in more than one Corridor location over time may apply for up to \$7,000 per academic year** (no more than \$4,000 for any single activity).

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

Scholars, performers, artists, and students from Corridor institutions **cannot receive honoraria using Corridor funding.*

***Since Corridor-affiliated scholars are eligible for the Intra-Corridor Travel Supplement, their travel should **not** be part of the proposal budget.*

Accessibility accommodations: 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 **estimated budget breakdown** for this proposed activity.

You are also required to **complete the budget narrative** below.

- a. 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/rationale to contextualize the requested budget allocations, above.** (*limit 2000 characters*)

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

Be as detailed as possible (e.g., if you intend to purchase scholarly materials, provide the titles/authors as well as the rationale; if you have proposed travel, provide realistic costs based on invited guests' locations and moderate meals, lodging, etc. costs).

21. 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 full details: name, 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 YES, describe the **accessibility services needed**, along with a brief rationale.

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

Reminder: these expenses can be requested **in addition** to your proposed budget.

Note: The block of activity-specific questions repeats for the number of proposed activities you selected above (refer to Q.11 in this document).

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