**CNY Humanities Corridor Application Preview – Spring 2024 Working Group CFP**

*Actual questions may vary slightly based on the answers provided.*

CFP open Feb. 19 to March 25, 2024 – for activities within the 2024-25 academic year

**Helpful reference documents:**

* Call for Proposals - an overview
* Tips for a Successful Proposal - a guide to completing this CFP
* Models of Collaboration - examples of what Working Groups can do
* Event Calendar - current Working Group activities
* Review a sample proposal submission.
* Contact CNYHumanities@syr.edu with questions.

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

* New Working Group
* Continuing Working Group - Activities
* Continuing Working Group - Signature Event

**In submitting this proposal for Working Group activities on behalf of my collaborators, I understand that:**

* Only one proposal may be submitted per Working Group.
* A Working Group must have at least two faculty/staff Organizers, from two or more Corridor institutions in different locales. In addition, at least one Organizer must be from Cornell University, Syracuse University, or the University of Rochester.
* Funds are awarded to the specified host campuses and are not transferable between campuses or academic years.
* All groups are expected to rotate activities across Corridor locales and host institutions.
* All Fall activities must be completed by Dec. 15. All Spring activities must be completed by May 15.
* Corridor funding may not typically be used for recurring events or meetings of a scholarly society.
* The Corridor prioritizes meaningful collaboration across institutions. All groups must provide a strong rationale and coherent plan in order to receive funding.

**Full name of the person initiating this proposal**

**Your institutional email address.**

**Working Group Code and/or Title for your group.**

**Briefly describe your Working Group** as it should appear on the Corridor website. (Limit of 250 characters)

Summarize your Working Group's **collaborative goals** as they should appear on the Corridor website. (Limit of 2000 characters)

How does your group's collaborative work **link to and advance the humanities**?

List the name, email address, title, department, and affiliation for **all Working Group Organizers**. Include yourself. (Emails entered here are used for sending confirmation messages of proposal submission.)

If your Working Group is larger than the Organizers listed above, please **upload a document listing all members**. Include names, titles, departments, institutional affiliations, and email addresses.

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.

* Open to New People
* Closed Group of Collaborators

Corridor institutions have different protocols for handling Corridor funds. Check the boxes below to affirm that, as Working Group Organizers, you will follow all appropriate protocols at your host and home institutions.

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

**Activity Details:**Organizers should agree on the basics (host campus, number, and chronological order of activities) **before** you begin filling out this part of the form, since it will be difficult for you to remove or re-order activities once a draft has been created.

**How many activities** are you proposing?

* (1)
* (2)
* (3
* (4)
* (5)
* (6) (maximum)

**Proposed Activity #1:**

Enter the **title** as it might appear publicly.

What **type of activity** is this? Select all that apply.

* Writing / Reading Group
* Meeting
* Workshop
* Conference
* Performance
* Exhibit
* Lecture
* Other (describe)

Who is the **intended audience**?

* Working Group Members (and any invited guests) only
* Open to all Corridor Institutions
* Open to the Public

"Host Campus" designates where an award's expenses will be administered even if the "location" is online. Funding sources differ by campus, so the host campus is not easily changed after an award is made.

Which is the **host campus** for this activity?

* Colgate University
* Cornell University
* Hamilton College
* Hobart and William Smith Colleges
* Le Moyne College
* Rochester Institute of Technology
* Skidmore College
* St. Lawrence University
* Syracuse University
* Union College
* University of Rochester

What is the anticipated **format**?

* online
* in-person
* hybrid

**Semester** of the activity.

* Fall 2024
* Spring 2025

Approximate Activity **Date**, if known.

Provide a **brief description and rationale**. (limit 2000 characters)

**Proposed Activity Budget:**

For budget guidance, please review our tips for a successful proposal.

Below, you'll be asked to enter an estimated budget breakdown and budget narrative providing context to your numbers.

* For honoraria and travel (if relevant), only include costs for invited scholars, performers, artists, etc. from non-Corridor institutions.
* Individuals 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 included in the proposed budget.
* Accessibility services: Additional funding to support inclusive-format activities (e.g., closed captioning, real-time transcription, ASL) can be requested in a separate section following this budget. We can award these funds above and beyond your baseline activity budget.

**Budget Breakdown**

* Fees/Honoraria (non-Corridor guests)
* Air/Ground Travel (non-Corridor guests)
* Lodging (non-Corridor guests)
* Group Meals
* Receptions
* Scholarly Materials (e.g., books, films, scores related to this activity)
* IT/Tech Support
* Other (Please explain.)
* TOTAL REQUESTED

**Budget Narrative:** provide a succinct but detailed narrative contextualizing your request. (e.g., Provide titles/authors of scholarly materials, realistic travel and lodging costs, moderate meal expenses.) Limit 2000 characters. If this activity does not require funding, please enter "n/a."

List your **invited (or proposed) guests**. Include name, title, affiliation, and a brief description of their potential involvement. (This could include scholars, performers, artists, or key colleagues from within or outside the Corridor.)

**Accessibility services**: Additional funding is available to support inclusive-format activities (e.g., closed captioning, real-time transcription, ASL).

Do you anticipate **needing accessibility services** for your activity?

* Yes
* No

**Describe the accessibility service(s) needed**, including a brief rationale.

Provide **estimated costs** related to the accessibility services.

**Do you have another activity to propose?**

* Yes
* No, I wish to save/submit this proposal.

*The proposal form will allow for up to six (6) distinct activities over the course of the academic year.*