

S T A T E U N I V E R S I T Y O F N E W Y O R K



CONVERSATIONS IN THE DISCIPLINES

Academic Year 2008-2009
A Program of Financial Support
for Intercampus Scholarly Conferences

Funded by
State University of New York

For information: www.suny.edu/provost/facultyawards.cfm

For information and uploading CID proposals:
www.brockport.edu/CID

The Program

The State University of New York, through the State University Faculty Senate's University Programs and Awards Committee, sponsors intercampus faculty conferences within and across academic disciplines known as "*Conversations in the Disciplines*." These conferences bring together State University members and visiting scholars to examine new trends, review promising research findings, and become acquainted with professional developments in their fields and on other campuses.

The emphasis of the program is scholarly and creative development rather than administrative, curricular, or instructional matters. Through such interchange, both the professional and personal growth of individuals and the programs of instruction and research at participating campuses are enhanced.

The campus hosting the conference administers these intercampus gatherings. No formula is applied in determining the number of colleges that should participate in the "*Conversation*."

Amount to be Awarded

A sum not to exceed \$5,000 may be made available to help support each approved conference. Since 1965, nearly 450 "*Conversations*" have been held on various campuses in numerous disciplines. *Conversations* normally occur between September 1 and June 30.

Awards 2007 – 2008

- Interdisciplinary Perspective on End of Life and Palliative Care
Binghamton University – Project Director – Matgosia Krasuska
- Natural Disasters in Small Communities: How can we help?
Buffalo University – Project Director – Michael F. Sheridan
- Sustainable Construction: A Perspective to the Year 2013
SUNY Environmental Sciences & Forestry – Project Director – Rafaat M. Morsi Hussein
- Ethics Across the Professional Disciplines
SUNY College at Brockport – Project Director – Christine Murray
- The State of the Union: Reconsidering Europe After Enlargement
SUNY College at New Paltz – Project Director – Kathleen M. Dowley
- Reconciling Differing Approaches to Early Agriculture
SUNY College at Plattsburgh – Project Director – Mark Cohen
- The Big Impact of Small Accelerators
SUNY College at Geneseo – Project Director – Kurt Fletcher
- DNA Microarray: Knowing Your DNA
Genesee Community College – Project Director – Tong Cheng

Guidelines Governing Selection

The worthiness of the actual project is and must be the major consideration in the selection of proposals for support. The University Faculty Senate Committee on Programs and Awards recognizes that projects in different disciplines cannot, in an essential sense, be compared. However, there are attributes common to all proposals, and with respect to these, a funding priority can and is made. The Committee uses five criteria in ranking the proposals. Each major criterion is rated equally on a scale from "1" (low) to "7" (high). The Reviewer Evaluation Form used by the Committee to score each proposal is included on page ten of these guidelines. Each evaluation criterion is described below.

- **Facilitation of Scholarly Exchange:** This is the major purpose of the "*Conversation*." A strong proposal demonstrates its scholarly relevance in the topic chosen, is innovative, timely and has clearly stated objectives. The emphasis of the program must be scholarly development rather than administrative, curricular or instructional matters.
- **Feasibility:** The plans of the proposal must show that the program is realistic in its implementation, scope, and objectives. The clarity of the program structure is critical in evaluating the "*Conversation*" proposal. Evidence of administrative planning and activity is important. "*Conversations*" should last at least one full day. It is not intended that the "*Conversations*" program help fund meetings of professional organizations that would be held even without program support.
- **Participants:** The qualifications of the proposed speakers, panelists, discussants, moderators, or others are considered important. For this reason, a brief summary noting career and academic achievements of each proposed presenter should be included within the proposal. Tentative commitments from them will strengthen the proposal.
- **Benefits:** The "*Conversation*" should be of substantive benefit to members of the entire SUNY community, not inure primarily to a single campus. Proposals should explain clearly how the "*Conversation*" would benefit its audience and its speakers. For those conferences funded, it is expected that the project director will send an announcement of the "*Conversation*" to the academic dean and *appropriate* faculty chair of each SUNY campus including all statutory and community colleges.
- **Budget:** The proposed budget should be specific about honoraria; travel expenses, including meals (breakfast and dinner); lodging; clerical support; publicity; and other costs, and must be submitted on the Budget Page (see page nine or use the attached budget spreadsheet). (Honoraria may not be requested from this program for faculty and staff of any SUNY campus. No single presenter may receive more than \$500 as honoraria from CID funds. However, honoraria supplementation is permitted from other sources.)
- **Continuation Proposals:** Higher priority is given to new proposals than to those where a continuation proposal is being submitted (i.e., where a "*Conversation*" has been funded previously and a subsequent "*Conversation*" on the same topic is being submitted for funding). Continuation proposals should include a brief report of outcomes of the original "*Conversation*."

Applications

Any full-time, regular SUNY faculty member or academic department (or equivalent organizational unit, such as a center or library) on a campus may develop a proposal for planning and hosting a conference. Proposals must be submitted through appropriate campus channels. Multidisciplinary and collaborative efforts are actively encouraged. Only *one* proposal may be submitted per department per year, *whether submitted singly or jointly*.

Members of the University Faculty Senate Programs and Awards Committee may submit proposals as Project Director or as Collaborator with the understanding that, should they apply to the program, they will not participate in either the review or the rating/ranking of any CID proposal.

Format for Application

Use word processing software to develop all application materials in a .doc or .PDF file suitable for uploading electronically. The document should be double-spaced, with a font size no smaller than 12 points. The application must state the purpose of the conference, outline the proposition, and set forth in some detail how grant monies, if awarded, will be used. There are no special application forms other than the Title and Budget pages. The application's structure must adhere to the outline that follows.

- I. Title Page: Use the Title Page provided on page eight of these guidelines. After obtaining the necessary signatures, scan the Title Page into a .PDF file, using Adobe Acrobat, and submit along with the CID proposal.
- II. Description - Feasibility
 - A. Rationale, general description, purpose and goals - be specific and limit text to a maximum of eight double-spaced pages.
 - B. Format of program - be specific with times and topics.
 - C. Preliminary arrangements made, if any, with speakers, etc.
 - D. Any additional information that should be helpful to the Committee
- III. Participants (Limit section to no more than 3 double-spaced pages.)
 - A. Anticipated total participation
 - B. Description and number of SUNY and other campuses represented
 - C. Description and number of SUNY faculty participants and nature of their participation
 - D. Description and number of non-SUNY faculty participants, speakers, panelists, persons reading papers, SUNY and non-SUNY students, public audience, etc.
 - E. Brief paragraph noting career and academic achievements of proposed speakers. (The vita of applicants and presenters should **not** be submitted with the proposal.)
- IV. Benefits/Significance
 - A. Benefits to University System
 - B. Benefits to audience and others
- V. Budget: Use the Budget Page provided on page nine or the attached Budget spreadsheet to submit your budget data along with the CID proposal.
 - A. Enter anticipated source of funds, specifying sources and amounts, if any, from campus or from external sources in addition to the CID program.
 - B. Enter CID expenditures, identifying clearly how "*Conversations*" funds are to be expended. This is a Line Item Budget explanation.

- C. Receipts such as, registration fees are to be included in the Budget. The Faculty Senate Committee on University Programs and Awards strongly recommends the use of registration fees to cover the costs of luncheons, coffee breaks, refreshments etc. Failure to include such fees may result in budget reductions by the Committee.

It is understood and agreed by the applicants: a) that the terms and conditions of this program, as stated in the Guidelines, have been read and accepted; b) that any funds awarded are to be expended for the sole purposes outlined in the application, and any funds not expended for these purposes shall revert to the sponsor upon completion of the project or termination date of the award, whichever is earlier; c) that any major change in the original theme or purpose of the *Conversation* requires prior written Committee approval, and d) that any budget cuts made by the Committee presupposes that the "*Conversation*" as proposed in the application will be completed for the awarded amount.

Participants

Campuses hosting a "*Conversation*" will invite faculty/students/administrators from all SUNY units including statutory and community colleges. The "*Conversation*" may be opened to other groups and/or interested individuals on a space available basis.

Screening Process

Academic departments wishing to sponsor a conference should first submit a proposal through appropriate campus channels. Faculty must have the proposal signed by the campus President or his/her designee. At State-operated campuses, the Research Foundation Endorsing Designee's signature will be accepted in lieu of the President's endorsement. The proposal and title and budget pages are to be submitted to the Conversations Website at Brockport: www.brockport.edu/CID for action by the Faculty Senate Committee on University Programs and Awards. The Committee will evaluate each proposal and recommend those conferences judged most worthy of approval by the University Provost.

Notification

As has generally been the tradition with the Conversations program, notification of selection will be done in a two-step process. Proposal review and award recommendation will be made to the University Provost by the end of May. Once the approval is received, all proposers will be notified of the status of their application. Successful proposers will be informed of the selection of his/her project for support, with the caveat that this support is contingent upon receipt of program funding from SUNY's operating budget. When program funding is assured, award recipients will be so notified and directed to proceed with planning for their Conversation.

To the extent possible, these communications will be done electronically. This includes notification of selection, confirmation of funding availability, approved budgets, terms and conditions, procedural confirmations, and instructions for the transfer of program funding to campuses.

Instructions for Directors of *Conversations in the Disciplines*

The following terms and conditions govern awards made under the auspices of the *Conversations in the Disciplines* program. The Faculty Senate Committee on University Programs and Awards includes these instructions for the guidance of proposers, administrators, and other staff involved in the submission

of applications and the conduct of conferences funded under this program.

I. USING FUNDS

Expenditure of funds can be made solely for items or services directly related to the "*Conversations*" program.

All forms and correspondence authorizing disbursement of funds should be forwarded through the local business office (the State-side office, not the Research Foundation) for payment from the specific account established for the award. Expenditure of funds must be in accordance with State University of New York regulations.

Proposers should be aware of the amount of lead time necessary for securing payments, such as those for honoraria for speakers, and plan and inform concerned persons accordingly. No honoraria are to be paid to faculty or staff participants of any SUNY-affiliated campus. No compensation may be paid from grant funds to Conversation planners (e.g. project director or collaborators) for their efforts in preparing and conducting the "Conversation."

II. PUBLICITY AND PRINTED MATTER

The printed program of a Conversation should bear a sponsorship credit stating, "This conference is sponsored by the *Conversations in the Disciplines* Program of the State University of New York."

If any publications result from the Conversation, the Project Director will, in consideration of the award, abide by the copyright policy of the State University of New York.

III. CHANGES IN PROJECT:

Director: If local circumstances make it necessary to change the Director of the Conversation, authorization to do so must be sought in writing through appropriate campus channels to the Program Coordinator in the Office of the Provost and Vice Chancellor for Academic Affairs. The letter should be addressed/emailed to the Conversation in the Disciplines Program in care of the Program Coordinator. (See page 11 for contact information.)

Budget: Any questions about expenditures are to be cleared with the Program Coordinator. Significant modifications to the budget as approved at the time of award must be authorized by the Committee. The cost of meals (except those for speakers and planners during the course of the Conversation) and alcoholic beverages may not be charged to funding from the "Conversations" program. No honoraria may be paid from this program for SUNY (state-operated, statutory or community college) faculty and staff. No single speaker may receive more than \$500 as an honorarium from CID funding. However, supplementation of honoraria is permitted from outside sources. Registration fees should be considered to cover costs of luncheons, coffee breaks, refreshments, etc.

Dates: Changes of more than one month from the date specified in the proposal should be communicated directly to the System Administration Program Coordinator. (Refer to page 11.)

Speakers: It is understood that efforts to secure speakers are at the mercy of circumstances and that if a proposed speaker is unable to attend, the proposers will seek the best available replacement. It is not necessary to communicate changes of speakers.

Organization: Changes in the organization or format of the Conversation may be done, without report, to the extent that they do *not* alter the original theme or purpose of the Conversation as approved.

Change in Theme or Purpose: Any change that would significantly affect the theme or purpose must be approved by the Chair of the Committee before the proposing unit commits itself to the change. The funding of the grant is made especially on the basis of theme and purpose, and if these change, the basis of commitment of the funding is destroyed, and funds may thus be jeopardized. Requests should be directed to the Program Coordinator. (Refer to page 11.)

Commitments: Confirmation that the "Conversation" will proceed as planned must be forwarded to the Program Coordinator in the Office of the Provost and Vice Chancellor for Academic Affairs during November of the year in which the proposal is awarded. If funding is to be forthcoming from outside sources, a copy of the commitment must accompany the confirmation. (The requirement applies only to "Conversations" occurring after November of the year of Award.)

IV. EVALUATION REPORT

An Evaluation Report on the activities supported by this award is required within 60 days of the completion of the Conversation. The suggested format for this report is available on the Conversations website at Brockport: www.brockport.edu/CID. The Evaluation Report should be sent or emailed to the Program Coordinator, contact information is available on page eleven.

Use of Technology

For the first-time in 2008-09, CID proposals will be submitted directly to the CID website at Brockport. To submit a proposal go to www.brockport.edu/cid, click on "Submit Papers" and fill-in the paper submission form that is displayed. After obtaining the necessary signatures, scan the proposal's Title Page into a .PDF document using Adobe Acrobat and submit along with the proposal. The spreadsheet Budget Page may be inserted into the proposal and uploaded to the website. If more convenient, both Title and Budget Pages may be sent directly to the Program Coordinator, see page 11. Authors will receive a system-generated message acknowledging the submission. The system will accept a maximum file size of 10MB in either .doc or .PDF format.

For technical support, please contact the CID webmaster Professor Kulathur Rajasethupathy, (known as Raj) at kraja@brockport.edu.

As technological capabilities advance and expand, the potential for bringing Conversations to even greater numbers of participants increases. Video teleconferencing sites are now located on several campuses. The University Programs and Awards Committee encourages the full utilization of these capabilities in Conversations proposals.

TITLE PAGE

Conversations in the Disciplines Program

Proposal Title

(Limit to 60 Characters)

Proposed Dates for Conducting Conversation

Project Director*

Name	_____	Department	_____
Campus Name	_____	Campus Address	_____
Phone/Fax Numbers	_____	E-Mail Address	_____

Project Collaborators

Name	Department	Campus Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures

Project Director: _____

Collaborators: _____

Collaborators: _____

Endorsements

Campus President** _____

Chair of Sponsoring Departments:
Signature

Department Name

* One faculty member only will be designated as the person responsible for the conduct of the project. For Conversations purposes, this individual is the faculty member whose name appears as Project Director on this Title Page

**The Research Foundation Endorsing Designee's signature is acceptable for State-operated campuses.

BUDGET PAGE

Conversations in the Discipline

Amount of funding requested from:

	CID	CAMPUS	EXTERNAL	TOTAL
Honoraria - No honoraria may be requested from CID monies for SUNY-affiliated faculty and staff.				
Personal Services				
Travel - Itemize travel, food, lodging, etc. Identify if travel is domestic or foreign.				
Publicity and Printing				
Miscellaneous - (Meals: Cost of meals for presenters may be requested from CID funds) ¹				
Total Costs:				
Receipts:				
Registration Fees				
Others (if any)				
Total Receipts				
Total CID Monies Requested:				

To be completed by the University Programs and Awards Committee

TOTAL FUNDING APPROVED \$

¹ Cost of meals (other than for presenters and planners) and alcoholic beverages are excluded from CID funding

² The Faculty Senate Committee on University Programs and Awards strongly recommends the use of such fees to cover the costs of luncheons coffee breaks, refreshments, etc. Failure to include such fees may result in budget reduction by the committee. You may attach another page if more space is needed to provide greater specificity.

**Conversations in the Disciplines
Reviewer Evaluation Form**

Proposal Number and Title	Campus	Rating

Low

High

SCHOLARLY EXCHANGE

1 2 3 4 5 6 7

Degree to which proposal shows:
 Scholarly Relevance
 Innovation
 Timeliness: focuses on current issues

FEASIBILITY

1 2 3 4 5 6 7

Administrative Support – Resources; Goals
 Planning

**PARTICIPANTS – Speakers, Panelists, Discussants,
 Moderators, Others**

1 2 3 4 5 6 7

Qualifications
 Commitment

BENEFITS (This is an especially important criterion.)

1 2 3 4 5 6 7

University System (campus, discipline, department or unit)
 Audience and Others

BUDGET

1 2 3 4 5 6 7

Specificity
 Consistency with Objectives

TOTAL SCORE FOR PROPOSAL*

GENERAL COMMENTS

*If rated 20 or below, include explanation on reverse.

CLOSING DATES

All applications must be received by **Friday, April 4, 2008**. Please upload your proposal to the Conversations Website: www.brockport.edu/cid click on "Submit Papers" and fill-in the paper submission form. For technical support, contact CID Webmaster: Professor Kulathur Rajasethupathy at kraja@brockport.edu or (585) 395-5760.

STATE UNIVERSITY OF NEW YORK FACULTY SENATE COMMITTEE ON UNIVERSITY PROGRAMS AND AWARDS

Chair

Distinguished Service Professor Sandra D. Michael
Binghamton University

<p>Catherine Regan Research Associate – System Administration Committee Liaison</p> <p>Valentin Brimkov Buffalo State</p> <p>Karen Bromley Binghamton University</p> <p>Margaret Bryan Stony Brook University</p> <p>Iris M. Cook Westchester Community College</p> <p>Justin Giordano Empire State College – Metro Center</p>	<p>Kulathur Rajasethupathy College at Brockport</p> <p>Nand Relan Stony Brook University</p> <p>Barry Schecter College at Cortland</p> <p>Deborah Smith Empire State College – Saratoga Springs</p> <p>Alfred Stamm College at Oswego</p>
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Please direct all other questions to: Dr. Catherine Regan, Program Coordinator

Conversations in the Disciplines Program

E-mail: Catherine.Regan@SUNY.edu

Tele: (518) 443-5638

Address: Office of Institutional Research and Analysis
State University of New York - System Administration
State University Plaza - Room S-525
Albany, New York 12246

THESE GUIDELINES ARE ALSO AVAILABLE ON-LINE:

<http://www.suny.edu/provost/facultyawards.cfm>

<http://www.brockport.edu/CID>