

**Radcliffe Institute for Advanced Study
ADVANCED SEMINAR PROPOSAL FORM 2009**

An Advanced Seminar proposal consists of six sections. Please return the completed proposal electronically to phyllis@radcliffe.edu as an e-mail attachment and send a hard copy to: Radcliffe Educational Programs, Radcliffe Gymnasium, 10 Garden Street, Cambridge, MA 02138, ATTN: Phyllis Strimling. **Proposals are due no later than April 8, 2009.**

Section I: Core Information

Proposer's Name: _____

Title and Affiliation: _____

E-mail: _____ Phone #: _____ Fax #: _____

Mailing Address: _____

If there is a co-proposer:

Name: _____

Title and Affiliation: _____

E-mail: _____ Phone #: _____ Fax #: _____

Mailing Address: _____

Who is the **primary contact** for this proposal if there is more than one proposer?

Title of the Seminar: _____

Summary of the core idea (no more than one paragraph):

This proposal falls into the following disciplinary area(s):

Humanities: _____ Social Sciences: _____ Sciences: _____

Other (specify): _____

State the month and year in which you would prefer to hold the seminar: _____

The actual date will be negotiated with Radcliffe Educational Programs after the proposal is accepted.

(continued)

Section II: Topic Outline

Give a 2–3 page outline of the topic, explaining its significance or potential for exciting scholarship, and a rough plan (subject to revision) for each day you would like to meet.

Section III: Dissemination

Provide a plan for dissemination of research, preferably in the form of publication in scholarly journals or edited volumes.

Section IV: Participants

Give a one-page list of the participants, annotated to include a brief discussion of the special expertise or perspective each one would bring to the seminar. Put an asterisk before the name of any prospective participant with whom you have already discussed the possibility of participation.

Section V: Budget

Advanced seminars have a limited budget. Permissible costs include participants' travel and hotel accommodations, honoraria, meals for the seminar, space costs if necessary, and miscellaneous expenses such as rental of special audio-visual equipment. Administrative support such as staffing should not be included in the budget. Submit your budget using the following expense guideline:

- Please estimate hotel accommodations at \$215 per night from November through March and \$265 otherwise. (Actual rates vary depending on the time of year.) Please note that most out-of-state participants arrive the day before the start of the seminar and often leave the morning after the seminar ends. Therefore, if the seminar is one day, hotel accommodations should be calculated for two nights; if the seminar is two days, the hotel accommodations might be calculated for three nights.
- Ground transportation (taxis) costs per participant should not exceed \$150 within the US or \$200 for international travelers.
- For estimating airfare costs (lowest coach class fare) please call Harvard Travel Center at 617-496-8000 or e-mail harvardtravelcenter@bcdtravel.com. Please note that air fares are generally lower if they include a Saturday stay-over. Please include a \$42 administrative fee for each traveler, as this fee is charged by Harvard Travel for processing tickets.
- For estimating food costs per person: \$20 continental breakfast; \$22 lunch; \$10 each break; and \$60 dinner.
- Extraordinary expenses, such as a deaf participant needing a signer, should also be included in your budget with an explanation for the cost.
- Miscellaneous expenses, such as rental of special audiovisual equipment or duplication of seminar materials, should be limited to \$200.
- Honoraria for original papers should be calculated at \$1,000 per original paper, and you should budget \$500 for seminar chair(s) up to a maximum of \$1,000.
- If the seminar is expected to occur on any part of a weekend, budget an additional \$150 for weekend costs.
- The maximum funding for an advanced seminar is \$28,000.

Section VI: Reviewers

Proposals are subject to possible external review. If they wish, proposers may include a list of suggested reviewers who they believe are especially well qualified to review the proposal (giving e-mail and mail addresses). Proposers also may designate persons they would prefer not review the proposal, indicating why. Radcliffe will take these suggestions into consideration but will not necessarily be bound by them.