

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

An Exploratory Seminar proposal consists of six sections. Please return the completed proposal electronically to [phyllis@radcliffe.edu](mailto: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): \_\_\_\_\_

**This proposal is for a(n):**

Academic year seminar: \_\_\_\_\_

Summer exploratory seminar (July–August 2010): \_\_\_\_\_

**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: 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 IV: Summer Seminar (July–August 2010)**

If you are proposing a summer seminar, please write a paragraph explaining the beneficial impact of the extra days.

Please note: Because of budgetary uncertainty for fiscal year 2011, funding decisions for seminars in July and August 2010 may not be finalized until November 2009. However, proposers will be told in May if their proposals have been short-listed.

## **Section V: Budget**

Exploratory seminars have a limited budget. Permissible costs include participants' travel and hotel accommodations, food costs 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 guidelines:

- 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 two days, the hotel accommodations might be calculated for three nights. For a 5-day summer seminar, calculate 6 nights of hotel costs.
- Ground transportation (taxi) 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](mailto: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 audio-visual equipment or duplication of seminar materials, should be limited to \$200.
- 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 academic year exploratory seminar is \$14,000.
- The maximum funding for a five-day summer exploratory seminar is \$30,000. Funding for seminars of shorter duration should be decreased proportionately.

**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.