Albany Law School – University at Albany

Collaboration Seminar and Conference Fund

Request for Proposals

Due: September 16, 2016

BACKGROUND

The Affiliation between Albany Law School and the University at Albany was created to strengthen the partnership between the two institutions, to leverage their respective strengths to expand course and degree offerings and joint research opportunities. The Collaboration Venture Fund was created to support collaborative efforts to support the Affiliation goals. In addition to this Fund, the Law School and the University are pleased to announce the availability of a “Collaboration Seminar and Conference Fund” for Law School and University faculty and staff to propose collaborative projects that help advance the deeper partnership being forged between the two institutions. Often faculty will collaborate to create a seminar or a conference on a critical topic. These activities, even with departmental self-funding and additional external funds, are often in need of additional funds to foster faculty participation. This Seminar and Conference fund will support such collaborative initiatives by providing additional funding to enhance the experience, expand the number of participants or provide the opportunity to travel to the venue.

Proposed projects or programs may include but are not limited to planning workshops, conferences, funding to support travel of outside experts and other conference-related expenses or funding to support travel to a potential foundation funding source.

Some examples include:

- A faculty group and staff might propose funds to support travel of outside experts and other resources for a planning symposium on justice and health;
- An “International Law” faculty interest group might propose funds to support travel to a potential foundation funding source.

The maximum award for a single project is $2,500 (except in unusual circumstances). The award does not include salary cost recovery.

ELIGIBILITY

All Law School and University faculty and staff are invited to submit proposals but only proposals that reflect joint activity of both institutions will be accepted. Except in unusual circumstances, proposals should address activity to be undertaken by August 31, 2017.

PROPOSAL DEADLINE AND FORMAT
The deadline for proposals is September 16, 2016
Abstract describing the project and how it will meet the objectives of Fund.
Proposals should be limited to three (3) pages, double-spaced, in 12 point font.
Proposals should also include the following information:
- The names and contact information for all collaborators involved in the project.
- The name and contact information of the primary contact person on the project.
- Description of the project and expected outcomes
- Proposed budget and budget justification.
- A timeline for the project that proposes the length of the project/program and when specific tasks/activities should be carried out over the period of the project/program.

Proposals should include its objectives including specifics as to how the AL and UA faculty or staff will collaborate on the project.

**SUBMISSION AND CONTACT INFORMATION**

- Proposals must be submitted electronically to provost@albany.edu by September 16, 2016.

**EVALUATION CRITERIA**

Proposals will be reviewed by the members of the Albany Law School-University at Albany Academic and Student Synergies Committee. Applications will be reviewed based on the quality of the proposed project. The following criteria will be used to evaluate proposals:

- Whether the proposal was jointly submitted by Law School and University faculty or staff
- The feasibility of completing the project within the proposed timeframe.
- The reasonableness of the proposed costs of the project/program.
- Preference will be given to proposals that:
  - Advance the scholarly and/or academic missions of both institutions

**IF YOUR PROPOSAL IS SELECTED**

If your proposal is selected for funding, the collaborators will be asked to submit a final progress report that details the key accomplishments and metrics for the project or program.

- Final Report Due: August 31, 2017

Additional Information can be found on the Collaboration Funds Website at: [http://www.albany.edu/albanylaw/academic-collaboration-fund.php](http://www.albany.edu/albanylaw/academic-collaboration-fund.php)

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