

**2017-2018**  
**ALPHA KAPPA DELTA SOCIOLOGICAL RESEARCH SYMPOSIUM**  
**PROPOSAL GUIDELINES**

**PURPOSE**

The mission of Alpha Kappa Delta is to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. In support of this mission, Alpha Kappa Delta chapters are invited to submit proposals for a supplemental grant to fund sociological research symposia on their campus. Alternately, two or more chapters may work cooperatively to submit one proposal.

**DEFINITION OF SOCIOLOGICAL RESEARCH SYMPOSIUM**

For the purpose of these guidelines, a symposium is defined as a small conference or workshop designed to bring faculty and students (undergraduate and/or graduate) together across campus (or campuses) for the exchange of scholarly information and the application of knowledge about a sociological topic(s) of interest. Symposia are half-day or full-day educational events that offer research content through oral presentations, lectures, panels, poster presentations, and other formats of scholarly information exchange.

**AMOUNT AVAILABLE FOR FUNDING**

AKD will provide **up to \$500.00** per symposium in supplemental support for a limited number of sociological research symposia sponsored by AKD chapters meeting the symposium definition and grant requirements.

Early submission is encouraged as funds are limited. Symposia proposals will be reviewed for acceptance on a first-come, first-served basis if applications exceed the budget.

**ELIGIBILITY FOR GRANT PROPOSAL CONSIDERATION**

In order for a proposal to be considered, the following basic eligibility requirements must be met:

- Chapters must be active and in good standing with the Executive Office in order to receive funding;
- Only Chapter Representatives who are Voting members of AKD are eligible to submit a proposal for a Sociological Research Symposium Grant;
  - Voting members are those who pay annual dues. Voting membership runs on calendar year (January through December). Only sociology faculty members may serve as Chapter Representatives;
- Sociological Research Symposium Grant awards **cannot** be used to fund induction ceremonies or initiation speakers. Symposia must be held independently of the initiation of new members;
- Sociological Research Symposium Grant awards **cannot** be combined with Initiation Speaker Grants for the same event;
- Sociological Research Symposium Grant awards may be used for food, room rental, speaker(s), and publicity;

- Sociological Research Symposium Grant awards **cannot** be used for student prizes and awards;
- Proposed events must meet the definition of a symposium and the grant proposal submission requirements. Funding amounts will depend on the number of quality proposals received per granting period, completeness of individual proposals, and the detail of the budget proposed. The review committee comprised of members of AKD will determine approval and amounts of each award.

### **PROPOSAL SUBMISSION DEADLINES**

Fall: October 5, 2017

Winter: January 31, 2018

Spring: February 28, 2018

### **PROPOSAL REQUIREMENTS**

An eligible Chapter Representative (i.e., a faculty member who is a Voting member of AKD) must complete a Sociological Research Symposium Grant Proposal.

- The completed grant proposal must be received in the AKD Office by the listed submission deadline.
- Funded symposium events must be completed before May 1st of each academic year.
- All eligible proposals must include:
  - Identification and brief description of the Chapter Representative(s) and the AKD Chapter(s) (contact and background information, number of current AKD members, and a list of any previous AKD grants received by the Chapter Representative or Chapter);
  - 250 word (maximum) abstract of the proposed symposium;
  - Brief explanation of why your chapter would like to sponsor the proposed symposium on your campus;
  - Brief explanation of why the symposium will be beneficial to Alpha Kappa Delta;
  - Symposium Plan (including a description of the theme, objectives, specific program, format, length, tentative date, location, any other sources of funding pursued, and other relevant logistical arrangements for the event);
  - Intended audience for the symposium, e.g., undergraduate and/or graduate students, disciplines involved, whether the larger student body or general public would be invited;
  - Description of student (undergraduate/graduate) involvement and proposed student learning outcomes;
  - Proposed method of publicizing the symposium;
  - Detailed categorical budget (must include other sources of funding).

### **SUBMISSION**

Send one electronic copy of a proposal of no more than 5 single-spaced pages to AKD@lemoyne.edu with an identifying subject heading (ex. Symposium Proposal for Le Moyne College). Please do not send a print copy.

## **ACKNOWLEDGMENT**

The Executive Office will acknowledge the proposal in two ways:

1. The office staff will reply to the emailed proposal indicating its receipt.
2. The Executive Director will send an email to the Chapter Representative approving or denying an award of symposium support no later than two weeks after the submission deadline.

If the request is approved, an AKD Symposium Payment Request form will be attached.

## **A NOTE ABOUT SYMPOSIUM GRANT AWARDS**

As a part of the Terms and Conditions of a Sociological Research Symposium Award, awardees should ensure that all symposium materials (promotional materials, agenda, publications on internet sites) includes an acknowledgement of AKD grant support. A disclaimer stating the following should also be included where appropriate:

*“Funding for this symposium was made possible [in part] by a Sociological Research Grant from Alpha Kappa Delta International Sociology Honor Society. The views expressed in written symposium materials and by speakers and presenters do not necessarily reflect the official opinions of Alpha Kappa Delta; nor does mention of trade names, commercial practices, or organizations imply endorsement by Alpha Kappa Delta.”*

## **FINAL SUBMISSION**

After the symposium is completed, the Chapter Representative must submit (via email to AKD@lemoyne.edu):

- a **completed payment request form** (sent by the Executive Office with approval letter);
- a **printed program from the event**;
- **receipts from the event to justify the amount requested**;
- a **statement of learning outcomes and/or evaluation results**

Pictures of the event are not required, but would be appreciated by the Executive Office to use for AKD materials and to put on the website.

When documentation of the event is received in the AKD Office, a check will be cut. Please allow up to 4 weeks for the check to be cut and arrive. No funds will be paid without complete documentation. **Completed vouchers must be received in the AKD Office no more than 15 days after the event.**

Updated 7/25/17