

Dimensions
Funding Requests:
Off-Campus Travel, Events, and Invited Speakers

Dimensions has limited funding available to support off-campus travel or events related to courses and invited speakers either for courses or non-course related seminars given on-campus. For the purpose of this document, off-campus travel or events and invited speakers are referred to as “activities.” Awards will be made by the Dean in consultation with the Operations Committee for Dimensions (Courtenay Baker-Olinger, Julie Barnes, Tori Barnes-Brus, Ann Cannon, Barbara Christie-Pope (Chair), Genevieve Migely, Craig Tepper).

Guidelines for submission of a proposal for funding:

1. Each proposal requires a letter from the faculty member’s department chair indicating support from the department. If faculty from different departments submit a proposal, a letter of support is required from each department. If the chair of a department is submitting a proposal, a letter indicating support of the rest of the department is required. Faculty are expected to communicate frequently with their departmental colleagues during the development and implementation of their proposals.

2. Proposals should include the following:

- a) A discussion concerning the significance and relevance of the activity to the mission statement of Dimensions (<http://www.cornellcollege.edu/dimensions/about-dimensions/mission-statement.shtml>)
- b) A description of the relationship of the activity to course goals or to the academic mission and learning objectives of the College. In addition:
 - i. if the activity involves off-campus travel or events, a description of the travel/event;
 - ii. if the activity involves an invited speaker, a brief description of the credentials of the speaker, and the title and description of their talk. Preference will be given to funding speakers willing to give a general talk open to the campus. In addition, funding may be requested for speakers to join students for more informal interactions, including receptions and meals.
- c) A discussion of how the activity will be evaluated with respect the program goals and academic mission described above.
- d) The intended audience for the activity, e.g. courses involved, particular majors, faculty interest groups, academic departments.
- e) The date, time and location of the activity or, if logistical arrangements depend upon funding, approximate date, times, locations.
- f) A detailed description of other sources of funding already secured and being pursued to support the activity.
- g) The proposed, itemized budget with justification. Please note that applicants may be asked to consider alternative or supplementary funding sources.

3. Proposals may be submitted at any time prior to the activity; however, approval depends on the availability of members of the Operations Committee to review and discuss the proposal. Therefore, please allow a reasonable time for us to arrange meetings for this purpose. Several months advance notice, at the least, is preferable. Funding is not granted retroactively.

4. Submit the proposal via e-mail to Barbara Christie-Pope, Dimensions Program Director (bchristie-pope@cornellcollege.edu).