The Harpur College Dean’s Speaker Series Award

Format: Submit materials via email to Diane Horvath (dinhov@binghamton.edu)

Deadline for the Academic Year 2018-19: Friday, March 30, 2018

Purpose
External speakers offer opportunities to faculty and students to learn about scholarly and artistic developments and to explore possibilities for collaboration with scholars and artists from other universities and across disciplines and subfield. This award supports bringing several (about three to five) visiting speakers to campus during the academic year. The award is not intended to fund a regular departmental seminar series—rather, the purpose of the award is to fund a series of talks on a common theme that will be broadly of interest across the college and university.

Funded speakers may not be currently affiliated with Binghamton University, and they may not be recent (past 3 years) Binghamton University degree recipients.

Eligibility
Proposals are welcome from all departments and programs. A strong preference will be given to proposals that involve interdisciplinary themes and cross-departmental collaboration.

Award Amount
Applicants may request up to $3,000.

Application Materials
1. A description of the speaker series (about 500 words) that explains
   • the theme and intellectual merit of the series;
   • how the series will contribute to graduate student education;
   • any inclusion of related undergraduate student programming;
   • the potential audience in other departments or programs.

2. A list of at least four but no more than 10 potential speakers from which the department plans to make its invitations. Include a brief biography or abbreviated (one page) curriculum vitae for each potential speaker. We recognize that it is not possible to ensure the participation of any particular speaker.

3. A one-page budget. The budget should include an estimate of how funds will be divided to cover
   • transportation costs (plane ticket or mileage),
   • lodging costs,
   • honoraria (if applicable), and
   • meal costs for the speaker (see reimbursement procedures below).

as well as information on matching funds that the department or program commits to the series.
Under separate cover, the relevant department’s chair(s) and program director(s) must submit a letter of support for the series. Letters should articulate the department’s and program’s ability to maintain high attendance levels throughout the series and support the administrative demands of each series. This letter may be submitted by email to Diane Horvath (dhorv@binghamton.edu) and has the same submission deadline.

**Review**

All proposals will be evaluated by Harpur’s Internal Awards Committee, which will make funding recommendations to the Harpur College Dean.

The committees will consider

- the coherence and intellectual merit of the speaker series;
- the size of the expected audience;
- the commitment of matching funds;
- the department’s or program’s financial ability to fund its own seminar series;
- whether the department or program has received a Dean’s Speaker Series Award in the recent past.

**Notification**

We expect to notify awardees by May 25, 2018

**Report**

For all funded series, a written report on the activities, including a brief overview of activities, an assessment of its success, and a description of how the budget was spent will be due in the Harpur Dean’s office at the end of the academic year.

Unexpended portions of the award do not roll over to the next academic year.

**Questions**

Contact Diane Horvath (dhorv@binghamton.edu) or Florenz Plassmann (fplass@binghamton.edu)
Reimbursement procedures:

Budget (Management Procedure #202)

All payments and reimbursements will be charged to a foundation account in the Dean’s Office. Please have your department support staff contact Diane Horvath at (7-4934) or Nancy Baudendistel at (7-5282) if they have questions. To draw against these funds, original receipts for expenses are necessary and need to be provided for processing. Please have support staff create a foundation voucher, excluding the account name and number, and send it with supporting documents to the Dean’s office for signature.

Allowable expenses include
  
  • speaker honoraria,
  • speaker travel, lodging (at State rates) and meals (at current hosting rates), and
  • costs of producing flyers and speaker series announcements.

Many units wish to provide hosting (breakfast, lunch, and dinner) for speakers. Since funds are tight, we use the same reimbursement rules that the university applies to state funds: we offer reimbursement for meal expenses for the speaker and one host, up to the maximum amounts allowed for breakfast and dinner, no alcohol. **Unfortunately we cannot reimburse for receptions or other similar group expenses**, although we recognize the value of such events. We encourage faculty to contact their Department Chair for any department funds available for these purposes.

The intent of the Dean’s Speaker Series is to bring off-campus speakers to the campus, so we do not support the use of these funds at off-campus venues or events, despite the worthiness of these events or activities. In the same vein, although we recognize the value of visits by our own faculty, graduate students and staff at off-campus locations, the Dean’s Speaker Series funds do not cover travel to or the costs of off-campus events. For faculty, staff and graduate students, there are other travel funding opportunities available on the campus from various sources, including department resources, UUP Individual Development Awards, Graduate Student Organization, for example.

If funded Workshops requested specific funds for any of the above (or similar) non-fundable activities, please adhere to these budget guidelines in making expenditures for which you will want reimbursement. As always, if you have budget-related questions, see the department support staff.

Budget (Management Procedure #204 and NYS Comptroller Traveler’s Guide)

All travel information is now on-line and current and can be accessed through the following website: [http://www.binghamton.edu/travel/](http://www.binghamton.edu/travel/).
**Honoraria (Management Procedure #201)**

Honoraria should be paid using a foundation account. When circumstances require payment of honoraria using a state account, for example a non-resident alien or a State employee, there are two separate ways to achieve this. One is through a State of New York Standard Voucher for someone who is not a State employee. The other is by paying a State employee extra service. The extra service method is used regardless of the State agency where the individual is employed. There is no maximum limit on honoraria, although Albany may require more justification for higher honoraria.

1. **STATE OF NEW YORK STANDARD VOUCHER:** Honoraria payments from State funds should be processed immediately upon the completion of the individual's obligation. Use a State of New York Standard Voucher, from the Business Office. See [http://bingdev.binghamton.edu/administration/procedures/200series/201.html](http://bingdev.binghamton.edu/administration/procedures/200series/201.html) for more information.

2. **EXTRA SERVICE:** If the speaker is on another State Payroll (excluding Non-Resident Aliens), the person must be paid using Extra Service. This requires them to provide a UP-8 form initiated through their Human Resource Office, completion of an I-9 form plus Extra Service Vouchers. Extra service payments must fall within the maximum allowed per semester (this is no more than 10% of the person’s annual salary). Thus a person earning $30,000/year may earn up to $3,000 per semester as extra service. This amount includes all services, both at their home campus and as a guest speaker. Be sure to make this clear to them before making a commitment.

   Any Extra Service appointment must be processed through HR Forms. Contact Human Resources for assistance.

3. **EXCEPTIONS:** For speakers who are **non-resident aliens**, you must be absolutely sure the person is able to receive payment for being a guest speaker. Certain non-resident aliens who are eligible for honoraria cannot be paid through the Standard voucher, but must be placed on the payroll. Since the rules are long and complicated, please check with Human Resources (777-2187) and/or with Kim Avery (777-6953) regarding these rules. **PLEASE DETERMINE PAYMENT ELIGIBILITY BEFORE COMMITTING TO THE SPEAKER.** Other special rules may apply to foreign nationals. Check with the Business Office in advance of making a commitment. See [http://www.binghamton.edu/human-resources/international/honoraria-payments.html](http://www.binghamton.edu/human-resources/international/honoraria-payments.html) for more information.

   A person serving as a **department chair** at a SUNY unit who is receiving a chair stipend cannot be paid Extra Service. Article 25.1 of the UUP Contract forbids chairs from being paid Extra Service.

   Finally, an honorarium may **not** be paid to State employees for **service at their home campus**, that is, the campus at which they hold their regular appointment. This State policy has no exceptions.