

**Request for Proposals for
Bollinger Convenings at the Forum at Columbia University**

Due date: February 3, 2025

In deepening our engagement with the world, Columbia's extraordinary academic community conducts leading work at the intersections of traditional disciplines, and translates scholarship to impact by building innovative interdisciplinary and translational partnerships.

In honor of President Emeritus Lee C. Bollinger's transformational tenure and vision, the 17 schools along with the Office of the Provost have endowed a fund to sponsor event programming at the Forum. The **Bollinger Convenings at the Forum** will aim to highlight powerful work from Columbia and beyond that advances Columbia's Fourth Purpose. This series will showcase innovative initiatives that bring scholarship and knowledge to build collaborations across and beyond academia to advance human welfare and benefit society. The events will bring diverse voices and perspectives together, foster dialogue across fields and communities, further enliven our campus, and open doors to new collaborations. They will be held at the Forum, a unique gathering space and a gateway for the community to our campus.

Proposals selected for awards will receive a 1-to-1 cost-matching to host a Bollinger Convening at the Forum. The award will be between \$10,000 and \$25,000.

The Office of the Provost will select and support the development of a series of Bollinger Convenings (up to 6) to start Fall 2025.

Proposal Requirements:

Convenings must:

- Be organized by two Convener PIs with home academic appointments at two different schools.
- Cover a topic that is highly innovative and/or impactful, advancing Columbia's Fourth Purpose (Columbia's Fourth Purpose leverages scholarly knowledge to create societal and global impact, in close partnership with organizations outside academia. The work often engages government agencies, civil society organizations, industry, nonprofits, community groups, among others. Examples of Fourth Purpose activities are provided at <https://fourthpurpose.columbia.edu/>. Interdisciplinary scholarship that engages community, global, and/or translational partners outside of academia are also eligible).
- Reflect unique strengths at Columbia
- Empower innovative interdisciplinary, multi-sector, and/or translational partnerships

Convener PIs must:

- Be full-time Officers of Instruction or Officers of Research, and leaders in their fields of scholarship or impact.

Additional consideration will be given to:

- Convenings that are open to Columbia students.
- Convenings that are open to the community and public.

The Office of the Provost will:

- Provide a 1:1 cost matching, for between \$10,000 and \$25,000. This financial support can include:
 - Room rental cost at the Forum. The Forum rental spaces include a conference auditorium, with a capacity of 438 people; an adjoining foyer, with a capacity of 176; and four meeting rooms ranging in size from a small conference room with a capacity of 10 people to a large meeting room that holds 55 people in a theater-style setup. For details on event spaces and rental rates and services, please consult: <https://theforum.columbia.edu/content/reserve>
 - Catering. (Note that outside caterers are allowed at the Forum, subject to the Policies and Procedures at The Forum, available at the link above.)
 - Honoraria and travel for invited speakers
 - Administrative staff
 - Supplies
- Facilitate selection of dates at The Forum. (A pre-booked set of dates, including ones in April, are available to awardees, in addition to any dates shown as available on The Forum website.)
- Promote the event on a University website (e.g. fourthpurpose.columbia.edu) and other channels.

Expectations:

The Convener PIs receiving awards will be expected to:

- Provide full reporting of funds spent. Unspent funds must be returned.
- Provide progress updates and agree to have news of their courses shared via external communications, or other press releases and publications.

How to Apply

Applicants should submit proposals using the template at the end of this file. The application consists of (in this order):

- Proposal (not to exceed 2 pages) describing the title of convening, names of convening PIs, semester of offering, description of convening (including how the topic is highly innovative and/or impactful, and involvement of outside groups), exemplary speakers (inside and outside of Columbia), sources of funding, and whether the event is expected to be open to Columbia students and/or the community and public.
- Convener PIs' biographical sketches (not to exceed 1 page each), summarizing research, teaching, service, and impact.
- Budget documents

- Budget with narrative to host the event (a budget sheet is included at the end of this RFP). Budget items should be listed by expense category (e.g., space rental, catering, honoraria and travel costs for invited speakers, administrative staff, or supplies).
- Awardees will receive 1-to-1 cost-matching, up to an amount of between \$10,000 and \$25,000.

- Letters of support (*required*)
 - Letters should be supplied by school deans, and also by department chairs for faculty in department-based schools, from each co-PI's respective unit.
 - The letters should endorse the proposed convening. They should confirm any funding stated by the applicants.

Proposal Submission

Applicants should submit their proposals via this Cognito form:

<https://www.cognitofrms.com/ColumbiaUniversity3/BollingerConveningsAtTheForumAtColumbiaUniversity2025>.

Applications must be received by February 3, 2025, 6 pm.

Contacts

For further information about this RFP, or to download this RFP form, please access:

<https://fourthpurpose.columbia.edu/content/bollinger-convenings-forum-columbia-university>.

For further questions about the application process, please contact bollingerconvenings@columbia.edu.

Notification of awards will be made by April 2025.

Bollinger Convenings at Columbia University

Application

RFP Due Date: February 3, 2025

CONTENTS:

- 1) Basic Information (use template below; not to exceed 1 page)**
- 2) Biosketches (not to exceed one page per instructor)**
- 3) Budget (one page)**
- 4) Attachment of four letters of support (two Chairs, two Deans)**

SECTION ONE: BASIC INFORMATION

A. Description of Convening (one paragraph):

Also explain how the topic is highly innovative and/or impactful, and identify outside groups (such as government agencies, civil society organizations, industry, nonprofits, community groups) as potential attendees.

B. Exemplary Schedule and Speakers

Specify length of event (e.g., half day, full day, 1.5 days, 2 days), and speakers both inside and outside of Columbia.

SECTION TWO: BIOSKETCHES (not to exceed one page for each Convening PI)

SECTION THREE: BUDGET

BUDGET	
<i>Please provide a summary budget of the proposed event. Add lines or categories as necessary.</i>	
Room rental at the Forum	\$ 0.00
Catering	\$ 0.00
Staff (please specify)	\$ 0.00
Honoraria and travel for guest speakers	\$ 0.00
Supplies	\$ 0.00
Other costs (please specify) ¹	\$ 0.00
	\$ 0.00
Total Cost	\$ 0.00
I. Award Budget*	
II. Budget from Other Sources	

Amounts in “I” and “II” should add up to Total Cost.

The amount in “I” should be between \$10,000 and \$25,000, and be equal to or less than the amount in “II”.

Please provide a short description and justification of each line item.

¹ Grant funds should not be assessed administrative fees.

SECTION FOUR: LETTERS OF SUPPORT (two Chairs, two Deans)