

**Call and Guidelines for Conference Proposals  
Education Research Conferences  
American Educational Research Association  
Fall Cycle Submission Deadline: September 15, 2010**

***Submissions must be sent to [edresearchconf@aera.net](mailto:edresearchconf@aera.net) as an e-mail attachment no later than 11:59pm Eastern Time on September 15, 2010 for the Fall Cycle.***

The American Educational Research Association (AERA) invites proposals for conferences in education research. AERA supports research conferences intended to break new ground in substantive areas of inquiry, stimulate new lines of study on issues that have been largely unexplored, or develop innovative research methods or techniques that can contribute more generally to education research. Conferences may focus on conceptual, empirical, or methodological issues important to understanding the state of the knowledge and charting directions for future research. It is anticipated that research conferences will draw upon diverse disciplines and fields of inquiry where there is relevant scientific and scholarly expertise. The purpose of this program is to foster the accumulation of knowledge, to enhance dissemination, to encourage innovation, and to advance studies of the highest quality in education research.

**Research Conference Format**

Research conferences may vary in size, scope, format, and structure depending on the goals and the work to be accomplished. Some conferences may take the form of intensive research meetings of 12-18-24 scholars or others may be larger in size to include 30 or more participants. Larger research conferences are feasible if appropriate to achieving the research objectives of the Call and if appropriate resources can be identified. Depending on size, scope, and objectives, these research conferences are usually two days or may span over three days. Conferences should generally take place within approximately 12 months after the funding decision is made.

For some topics, more sustained efforts will be necessary to assess and synthesize diverse strands of research and develop new conceptual frameworks or analytical tools. Consequently, AERA is also open to considering proposals to convene a working group that would hold two or more research-intensive meetings typically over a 12-18 month period. All of the application requirements and review criteria listed below also apply for such longer term efforts.

Awards may range in amount depending upon the size, scope, and duration of the proposed research conference. For single research conferences, it is anticipated that budgets may range from \$10,000 to \$35,000. Under special circumstances where the research objectives might require two or more intensive meetings, budgets may not exceed \$50,000. Conferences that involve additional sources of support to the primary organizer(s) in the form of direct funds, in-kind support, or a combination of the two should be specified in the proposal and reflected in budget. AERA does not provide overhead support or indirect costs to institutions or other entities assisting in administering the award.

AERA is open to innovative ways to hold research conferences including use of technologies that might support videoconferencing formats. Applicants who contemplate the use of innovative methods for sharing knowledge and addressing the goals of the conference are urged to contact the AERA Central Office to discuss the possibility of obtaining funding through this program.

## **Application Process**

The AERA Research Advisory Committee (RAC) considers proposals for research conferences. There are two application cycles each year. Submission is online on the AERA website at <http://www.aera.net/>. For the fall cycle, the deadline is September 15, 2010. For the spring cycle, the deadline is March 1, 2011. Applicants typically would be notified within three months of submission of a proposal.

## **Eligibility Requirements for Research Conference Proposals**

The eligibility requirements below must be met in order to submit a proposal.

- The primary organizer or one of the primary organizers must be a member of AERA.
- The primary organizer(s) must be affiliated with an academic institution, research institution, or other organization that will be responsible for administering the award. Joint proposals from cooperating institutions are appropriate.
- Conferences may only be held in the United States or its possessions unless the primary organizer is an AERA member at an institution outside of the United States and it is appropriate and cost effective given the goals of the conference.
- AERA Divisions or SIGs are eligible individually or in collaboration to submit a conference proposal. AERA entities seeking to submit proposals need to identify a primary organizer or organizer(s) to develop and submit the proposal. Under such circumstances, the primary organizer(s) need to make clear that they are advancing the proposal on behalf of one or more Divisions or SIGs.

## **Review Criteria for Research Conference Proposals**

The following criteria will be used in reviewing proposals.

- The conference focuses on a significant research problem; the topic involves a new approach to an issue or area of research or shows the potential to advance research or break new ground.
- The conference, including preparatory work, synthesizes and builds upon extant research or analyzes relevant studies or data with conceptual frameworks or analytic tools that show promise of yielding an advance.
- The conference draws upon the range of disciplines or areas of inquiry that can contribute to substantial new advancements in ongoing research areas or to innovative study of new issues.
- There is a well specified plan for constituting the conference, inviting or identifying participants, organizing and conducting the conference, and planning for a report or publishable quality product.
- The structure and format of the conference (e.g., number of participants, advance preparation of papers or working memoranda, modes of presentation, working activities) engender confidence of a successful outcome.
- The topic selected has not received adequate coverage at other research conferences and annual scholarly meetings.
- A feasible budget and support plan are provided, including specification of any in-kind or direct support contributing to the resource needs of the conference (e.g., other grants, facilities at the primary organizer's institution).

- The primary organizer(s) have demonstrated experience in leading field development activities, such as reviewing or editing scholarly articles or chapters.
- The conference and its outcomes and products will attract the interest of a scholarly audience from a broad range of areas and disciplines.
- The conference will advance education research and promote the contributions of education research as a field.

**Research Conference Proposal Contents**

The information listed below must be included and addressed as part of the proposal.

- Cover page with title and probable date of conference, name of primary organizer or organizers, and the entity responsible for the administration and financial reporting on the grant
- A 200-300 word abstract of the research conference
- A proposal narrative of a maximum of five single-spaced pages (excluding the references and appendices) to include but not be limited to:

Information on the probable location and approximate dates of the conference; the anticipated size and scope of the conference; the primary organizers and any planning committee to be involved; a statement of objectives; an overview of the research literatures, methodological or measurement issues, or data bases relevant to the objectives; consideration of the need for and potential benefits of such a conference; information on any related meetings or activities on the same topic; information on recruitment of participants and expectations of their participation; discussion of how the conference will be organized and conducted, how results or outcomes will be disseminated, and how it will contribute to the advancement or improvement of extant areas of inquiry or nascent or emerging areas. In addressing recruitment, the narrative should address the breadth and background of persons sought for the conference in relation to the conference objectives and the explicit emphasis on spanning diverse fields or disciplines of relevance to the topic. If specific individuals have already been invited, information on these persons and their backgrounds can be included in an appendix. Also, if available, a draft agenda for the conference can be included as an appendix.

- Reference list for the research cited in the narrative (is in addition to the maximum of five pages)
- Detailed budget for the conference and the amount of support being requested of AERA. Budget notes can include information on any relevant direct or in-kind contributions that may be provided for the conference by other sources, including the organizer(s) institution. Note that funding does not include salary or stipends for conference organizer(s) or honoraria for participants or for the preparation of papers.
- Appropriate indication that the organizer's institution will administer the award without fee or overhead costs (this may be included as part of the budget).
- Appendices for the proposal need to include curriculum vitae of the primary organizer(s); if available, a draft agenda for the conference; and where appropriate, letters of support from affiliated institution(s) or entities.

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## **Reporting and Publication Requirements**

### *Conference Report*

A conference report and any background papers or presentation materials (including electronic presentations) must be submitted to the AERA Central Office within three months after the date the conference is held. The report and related materials are available for AERA dissemination on the AERA website, publication as a report, in the AERA online paper repository, or by other means that may be appropriate.

### *Scholarly Book Based on Research Conference*

AERA retains the right of first refusal on any scholarly volumes that might result from the research conference. Proposals that plan for publishable quality books based on the conference are encouraged. Decisions on book publications rest with the [AERA Books Editorial Board](#). Divisions or SIGs sponsoring research conferences may not independently publish these volumes under their own imprimatur if the Board decides against publication, but the conference organizers may do so as independent scholars.

If the primary organizer of the conference would like to consider producing a scholarly volume based on the conference, he or she would submit a formal prospectus to the AERA Books Editorial Board. Each prospectus needs to contain a statement of purpose, a description of the audience, a listing of competing volumes, an annotated table of contents, and the proposed organizers/editors' vitas, as well as address other issues as specified in the AERA guidelines for book proposals. If a research conference proposal is selected to receive an award, the primary organizer(s) will receive additional information on submitting a formal book prospectus.

## **Review and Award**

As noted above, the AERA Research Advisory Committee reviews conference proposals and makes final decisions on the awards. The Council and staff liaison(s) to the Research Advisory Committee will participate in the review, as well as one member of the Social Justice Action Committee appointed by the AERA President. Announcements of awards are made by the AERA Central Office based on the recommendation of the RAC. A staff member with a background in education research directs this program and also serves as staff liaison to the RAC for this activity.

Prospective applicants are encouraged to consult with AERA staff for advice on the conference organization and application (e.g., formats or budget allowances). Please direct questions to [edresearchconf@aera.net](mailto:edresearchconf@aera.net) and you will be contacted by e-mail or telephone.

July 10, 2010