MEMORANDUM OF UNDERSTANDING
FOR
NYU ABU DHABI INSTITUTE PROGRAM ORGANIZERS

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THE HISTORY AND MISSION OF THE NYU ABU DHABI INSTITUTE

In Fall 2008, the NYU Abu Dhabi (NYUAD) Institute began to offer various programs aimed at increasing the visibility of NYUAD and advancing the intellectual endeavors of the new project. As a major hub of scholarly and creative activity, advanced research, and co-curricular enrichment, the Institute is a cornerstone of NYUAD's academic excellence, bringing together faculty and students from institutions of higher learning, professionals from both the public and private sectors, and leading experts from all over the globe, the region, and the UAE.

The Institute sponsors and coordinates major academic conferences, research workshops, lectures, panels, conversations, and film series. Through a comprehensive range of activities, the Institute contributes to Abu Dhabi and the UAE's position as a global center of groundbreaking intellectual and artistic scholarship for the 21st century, bridges and creates knowledge communities across the globe, and forms an academic and programmatic link between NYU New York and NYU Abu Dhabi. While a majority of its programs take place in Abu Dhabi, the Institute also organizes a series of smaller-scale programs at 19 Washington Square North, NYU Abu Dhabi's headquarters in New York, further connecting the two campuses and their activities.

Through this Memorandum of Understanding (MOU), the Institute welcomes proposals for academic conferences and research workshops from within the NYU Global Network as well as from the broader international academic community (see page 5 for eligibility). Those who are interested are encouraged to frame program goals as explicitly as possible, not only in relation to the state of the respective field of research, but also in terms of relevance to the Institute's mission—a connection applicants are asked to address specifically in the Commitment Memorandum (Part B of the MOU).

The NYU Abu Dhabi Institute's mission is:

- To provide public and specialized academic forums for discourse about cultural, historical, artistic, and scientific themes, and public policy topics having global significance as well as special relevance for Abu Dhabi and curricular development;
- To contribute to the academic experience of NYUAD's faculty and students;
- To establish networks of collaboration and cooperation with local and regional academic and professional institutions; and
- To invite scholars and faculty from NYU and around the world to Abu Dhabi in order to contribute to NYUAD's potential as an incubator of ideas and innovation.

The Institute's Steering Committee will look favorably upon proposals that exhibit concrete and organic collaborative opportunities with local and regional partners. To ensure that the proposed program is as successful and productive as it can be, applicants are encouraged to make a special effort to explore, as early as the proposal planning stage, all opportunities to include relevant collaborators from the UAE and the Middle East. In addition, the Steering Committee reinforces NYU's commitment to excellence, fairness, honesty, and respect. This is essential to maintaining the integrity of our community and will be considered during the proposal review process.

The Institute also hosts public programs of evening lectures and other special events for the NYUAD community that are organized by local deans, faculty, and students. Inquiries about these programs may be directed to Nahed Ahmed (nahed.ahmed@nyu.edu), Assistant Director, Institute Public Programming, for Abu Dhabi-based programs, and to Sharon Hakakian Bergman (sharon.bergman@nyu.edu), Director of Academic and Research Programs, for New York-based programs.

ADMINISTRATIVE AND OPERATIONAL GUIDELINES

In preparing a proposal, kindly pay close attention to a few administrative and operational guidelines that will facilitate the smooth execution of program plans. The Institute's operations are governed by NYUAD financial, travel, and logistical policies and procedures. Applicants and all colleagues involved with a proposed program need to be familiar with these policies and willing to work with the Institute to assure necessary compliance.

Travel

Program Organizers will need, in particular, to be mindful of applicable policies regarding travel to/from and accommodations in Abu Dhabi (or New York). Please carefully review the NYUAD Travel and Reimbursement Policy. The Institute and all of its guests participating in a program, without exception, are required to use the integrated services—airline ticketing, accommodation, and airport ground transportation—of NYUAD's travel agency in Abu Dhabi. All concerned should take note that the Institute does not have the authority to grant exceptions to the Travel Policy, and that all travelers will be booked in economy class unless an exception is granted by the Travel Exception Committee due to medical necessity or age. Furthermore, due to US and/or UAE sanctions, restrictions for travel may apply for certain nationalities.

Budget

NYUAD's budget and spending policies require the Institute to control costs in a disciplined and consistent way. Included in a program budget are only expenses essential to the program. While applicants are not expected to submit a full budget as part of the proposal process, they are asked to submit a travel budget, a template for which is linked to in Part B.

Co-sponsors

The Institute encourages the opportunity to co-sponsor with a relevant organization or institution and asks applicants to bring to its attention potential co-sponsors (financial or programmatic). Please note that co-sponsor involvement will be subject to the Institute's review, and that depending on the scope of the relationship, a formal arrangement may need to be made. For these reasons, we recommend highlighting any potential co-sponsorships in the proposal, when possible, or early in the planning process.

DCT Event Registration

Events that are open to the general public are required to register via Abu Dhabi Department of Culture and Tourism's (DCT) unified event licensing system. (Please note that attendance from the general public is typically low.) More information can be found on the DCT Event Registration page. (Registration is not required for internal events, which are only open to members of the NYUAD community by invitation.)

The NYUAD Institute team—with staff based in Abu Dhabi and New York—is available to offer support throughout the proposal and program planning processes. Please feel free to visit nyuad.nyu.edu/institute for more information and to be in touch with the Institute team at nyuad.program.proposal@nyu.edu with any questions.

1. Contact Information for NYUAD Institute Principal Staff

Sharon Hakakian Bergman, Director of Academic and Research Programs
sharon.bergman@nyu.edu, +1 212 992 7941

Gila Bessarat-Waels, Associate Director of Academic Programs
gila.waels@nyu.edu, +971 2 628 4025

2. Program Proposal Eligibility & Process

The Institute welcomes proposals for Conferences, Workshops and Regional Collaborative Seminars in all fields of study that have thematic relevance to NYUAD's curriculum and areas of research. Proposals can be submitted by all tenure/tenured-track and full-time contract faculty from New York, Abu Dhabi or Shanghai. The Institute can host only one program per organizer in a given academic year, and only one program within a series every three years. As part of the process, applicants will be expected to submit a Commitment Memorandum, which will be peer reviewed and then presented to the NYUAD Institute Steering Committee for a final decision. All proposals are subject to the following selection criteria:

1. Highest quality of scholarly or creative content;
2. Clarity and significance of the scholarly question(s) central to the proposal, framed in the context of the state of research of the respective discipline(s);
3. The proposed outcome of the program, seen also in relation to the mission of NYUAD and the Institute;
4. The potential of the program to stimulate active interest and partnerships among UAE-based and regional scholars and institutions;
5. Its potential to enrich and complement NYUAD's curriculum;
6. Prospects for creating a strong, sustainable intellectual community associated with NYUAD; and
7. Participant diversity, including gender balance, in line with University-wide objectives.

The Committee may decline the opportunity to consider the proposal further or recommend resubmission in a subsequent application period. The Chair of the Steering Committee will provide the applicant with rationale in writing for the Committee's decision. If a proposal is denied, the applicant may resubmit a revised version only once more.

Applicants should be aware that NYUAD also hosts programs at 19 Washington Square North (WSN), the home of NYUAD in New York. Programs at 19 WSN complement those occurring in Abu Dhabi or in some cases are regarded by the Steering Committee as programs more appropriate for the 19 WSN venue. The Institute welcomes, from applicants for Abu Dhabi programs, indications of how their proposed program may advance the goals of 19 WSN programming, and from applicants for New York programs, indications of how their proposed program may advance the goals of programming in Abu Dhabi.

Proposals for Institute public programs, such as lectures and panel discussions, may be solicited by the Institute or submitted by NYUAD deans, faculty, and students. To submit a proposal for a public program, please complete this form for Abu Dhabi programs or this form for New York programs.

3. Categories of NYUAD Institute Programs

Conferences

The principal purpose of Conferences is to extend the reach, breadth, and depth of a mature basic or applied research field by presenting recent research achievements, advancing research dialogues among communities of scholars and research professionals, and sharing results with attentive publics. Conferences may also be designed to stimulate new research and/or to mobilize collaborative research efforts among relevant global and Middle East regional experts. Conferences normally include no more than 20 invited regional/international participants, plus local participants, who meet over 2-3 working days in Abu Dhabi (or New York). Program Organizers are encouraged to invite the NYUAD (or NYU) community to conference sessions and may choose to open them to the public. Please note, however, that not all conference subjects draw public participants, especially during daytime working hours. The Institute will advise Program Organizers accordingly on the basis of experience to date with varied conference formats and substantive content. A companion evening public program on some aspect of the Conference's subject-matter is possible, if fitting for a lay audience, subject to the approval of the public program nominations.

Workshops

The principal purpose of Workshops is to provide an intensive working environment that facilitates in-depth scholarly review of globally significant research fields, stimulates evaluations of research-in-progress, promotes new research and cross-disciplinary perspectives, and enriches wherever possible NYUAD's curricular development, pedagogical innovation, and advanced research agendas. Scaled for effective working dynamics and interchange, workshops normally include no more than 15 invited regional/international participants, plus local participants, in by-invitation proceedings that span 2-3 days. Important objectives in the design of workshop agendas include promoting dialogue among research institutions and scholars globally and within the Middle East region as well as expanding networks of institutional and disciplinary contacts. A companion evening public program on some aspect of the Workshop's subject-matter is possible, if fitting for a lay audience, subject to the approval of the public program nominations.

Regional Collaborative Seminars

The principal purpose of Regional Collaborative Seminars is to stimulate and deepen collaboration between NYUAD, the Institute, and teachers and scholars in the UAE, the Gulf, and the larger Middle East region. Regional Collaborative Seminars cater to the subject areas and disciplines of teachers and scholars in regional institutions and to subject areas that have special scholarly or policy significance in the region, or that serve curricular development goals. The Seminars, organized on a by-invitation-only basis to facilitate specialized deliberations, are designed to encourage sustained and continuous regional scholarly communication. Seminars will normally involve no more than 20 participants, at least 50 percent of whom will be drawn from the region. Typically meeting for 2-3 days in Abu Dhabi, Seminars will be structured to nourish sustained disciplinary dialogue within a regional network involving meetings at regular intervals over two to three years. The Institute may exercise discretion in eliciting Seminar proposals from scholars in the region.

PART B. COMMITMENT MEMORANDUM

Kindly submit the completed Commitment Memorandum (**in a searchable PDF file**) to the Institute by emailing it to **nyuad.program.proposal@nyu.edu**. *Incomplete proposals or proposals that are not submitted directly to this email alias will NOT be accepted.*

Note: Sections marked with "" will inform the Institute's program budget preparation. These elements are prime drivers of major budget lines and will be regarded as firm and authoritative estimates.*

Date:

To: Steering Committee, NYUAD Institute

From: *Please include names and full titles and affiliations for each proposer*

1. Administrative Questions

    a. Is this proposal a resubmission? If so, when was the original proposal submitted?
    b. Is this a proposal for a program that is part of a series that the Institute has supported in the past? If so, when?
    c. Is this proposal directly related to the work of a Research Institute Center? If so, which center and how is it related?
    d. Do you expect to have funding from a Research Institute Center? If so, please indicate the estimated funding.*
    e. Do you expect to have other (internal or external) co-funding for this program? If so, please indicate the source and estimated funding.*

2. Program Formal Name

3. Program Overview, Goals, and Expected Results [1000 Words]
    Please be sure to explicitly state the specific scholarly question(s) that the program will address, and provide a brief description of the relevant discipline's state of research and how this proposal fits within this context. Please also outline plans for publication(s) that will stem from the program's proceedings.

4. Promotional Blurb [75-100 Words]

5. List of Broad and Specific Keywords Related to Program Subject

6. Explanation of How the Program Advances the Mission of NYUAD [300 Words]

7.   Overview of Program Structure and Requirements (subject to revision during program planning)*
    a. Number of Program Days (please do not include travel days)
        Programs should ideally span 1-3 days (and no more than 4 days)
    b. Outline of Agenda Structure and Topics
        i.   Description of Panels/Sessions
        ii. Number of Speakers
        iii. Provisional Roster of Speakers and Biographical Identification
             (Please include Name, Professional Title, Institution, Country
             e.g., Ella Grant, Associate Professor of Psychology, Hudson University, Canada)
             As you put together a provisional roster, please keep in mind local/regional engagement, as well as geographic diversity and gender balance, all of which are University priorities.
    c. Associated Business-Related Visits with UAE Professionals or Educational Institutions (if applicable)

8. Proposed Dates*

   While scheduling is contingent upon the Institute calendar's limited availability, you may propose a general timeframe (in the next academic year) for our consideration. When offering specific dates for the program, the Institute will take into account your preferred timing, but we can not guarantee that we will be able to accommodate it.

9. Proposed Location* (Abu Dhabi or New York)
   a. If the proposed location is Abu Dhabi, provide a Statement of Potential Relevance for 19 Washington Square North programming
   b. If New York, provide rationale for hosting in New York, and Statement of Potential Relevance for Abu Dhabi programming

10. Travel*

    In addition to providing overall numbers below, please download and complete the template travel spreadsheet that can be found at this link, and submit it along with your proposal. (For programs that would take place in New York, please complete the template travel spreadsheet at this link.) The information you provide in the spreadsheet should be consistent with the details outlined in this Commitment Memorandum; if they are not consistent, we will follow the spreadsheet. Please note that only individuals who will present at the program will have their travel covered by the Institute.

    a. For Program Organizers, if applicable*
    b. For Participants (Note that participants will arrive the day before the program begins and depart the day after the program ends.)*
    c. Total Number of Travelers*

11. Applicant's signature as well as signed approval of the respective Dean and/or Department Chair, or NYUAD Research Institute Center Principal Investigator, if the proposal is directly related to the work of a center (see Part E)

PART C. FAQ FOR APPLICANTS

When should applicants submit their proposals? When will the applicant receive the Institute's decision?

Proposals are reviewed once a year. To be considered, proposals must be completed according to MOU guidelines and must be submitted by the deadline directly to nyuad.program.proposal@nyu.edu. Notification of the Institute's decision will follow within six months of the submission deadline.

Is the Institute able to help applicants reach out to potential local and regional participants?

While the Institute has been successful in encouraging wide participation in its programs, it has to rely on Program Organizers and their specialized networks of scholars and practitioners to assure that programs continue to engage an appropriate audience. Program Organizers are, in fact, often better informed and more widely aware of such collaborative options than the Institute itself, though the team is always prepared to share knowledge gained over the years and to facilitate introductions to local universities and expertise as much as possible.

Will participants receive honoraria?

The Institute makes a significant investment in organizing a program—bringing participants to Abu Dhabi from around the world, covering their travel, accommodation, and meals during their stay, and providing them with a professional, academic environment in which to work. With this in mind, the Institute does not pay honoraria to conference and workshop participants.

Can a program take place over a weekend?

The Institute cannot hold programs during the weekend (Saturday and Sunday). NYUAD's offices are closed and Institute staff is not available. In addition, Program Organizers based outside of the UAE should plan to arrive one full business day prior to the opening day of the program to work with the Institute team on the ground.

The Institute encourages applicants based outside of the UAE to schedule the first day of their programs no earlier in the week than a Tuesday (and no later than a Thursday). A Tuesday start date, for example, will allow the program organizing team to meet with the Institute team on the ground on Monday before the program begins on Tuesday.

Will the Institute arrange any touristic activities for the participants?

If there is still time in the agenda after the program sessions are finalized, a single courtesy tour of Abu Dhabi can be arranged for guests, but the Institute is otherwise obliged to comply with NYUAD Travel Policy that precludes staff assistance or financial support for private touristic activities.

PART D. POST-PROGRAM ASSESSMENT

For the Institute's internal purposes and in a continuous effort to improve programming, Program Organizers are required to submit a post-program assessment within 3 weeks addressing the points provided below. This assessment evaluates the extent to which the program met the substantive program goals of the approved proposal.
This assessment also contributes to the Institute's periodic reporting and assessment, best-practice recommendations for future Program Organizers, and continuous improvement as a partner. The Institute would very much appreciate feedback on these points, as well as any others that the Program Organizer feels are relevant.

The Program Organizer Assessment should consist of:

- A summary of the program and in relation to the goals stipulated in the MOU;

- An assessment of the program planning process with the Institute team; and

- An assessment of how the experience with the program might lead to publications, follow-up programs in future academic years, either in Abu Dhabi or at 19 WSN in New York, and/or to curricular development and major research proposals at NYUAD.

PART E. SIGNATURE PAGE

Signature confirms that:

1. Program Organizer accepts the principles and conditions stipulated in this MOU;

2. Program Organizer has read and understands the attached NYUAD Travel and Reimbursement Policy and undertakes to inform all members of the program planning team and all participants of the content of the Policy; and

3. The appropriate academic officer verifies the scholarly standing of the applicant.

Program Organizer Name:

Title:

Signature:

Date:

Dean/Department Chair Name:

Title:

Signature:

Date:

For NYUAD Research Institute Center-related Proposals

Principal Investigator Name:

Title:

Signature:

Date: