



Requirements for Submitting a Professional Learning Program Proposal to The New York Academy of Sciences

Thank you for your interest in partnering with The New York Academy of Sciences. To submit a proposal for a professional learning program, please complete the following form and submit it via email to the contact below.

Zamara Choudhary
Program Manager, Professional Learning
The New York Academy of Sciences
Email: zchoudhary@nyas.org

Please note that submission of a proposal does not guarantee acceptance or partnership. Proposals will be reviewed by Academy staff for mission alignment, audience relevance, feasibility, scheduling considerations, staff capacity, and strategic value. Applicants may be asked to provide additional information or revise the proposal before a final determination is made.

1. Applicant Name(s) and Organization(s)

Include a bio/description of the individual(s)/organization(s) and their qualifications with contact information. Identify the main contact for the proposal.

2. Proposed Theme and Rationale

Describe the central focus or theme of the program. Address why the program is timely, necessary, or valuable and what gap or opportunity it addresses, either for a specific group or the broader STEM community.

3. Distinctiveness and Relevance

Describe the direct relevance of the proposed program to the Academy's [mission](#) and community. How would this program be differentiated from other offerings serving similar audiences in New York, nationally, or internationally? Include what makes this proposed program unique or innovative, particularly with regard to professional development for STEM students, researchers, and professionals. Note if this program or a similar program was previously organized by the applicant/organization, and how this iteration would be different.

4. Format and Scope

Identify the proposed format of this program (ex: 90-minute webinar, panel with Q&A, four-week course). Note if the program is intended to be in-person, hybrid, virtual, or a combination of modes. Include as much specific information as possible.



5. Date and Timing

Specify when you intend for this program to take place. Include the month(s), preferred day(s) of the week, timing, and duration. Please note the Academy recommends a 6-12 month lead time, from conception to execution.

6. Speakers and Instructors

Identify speaker(s) and instructor(s) for the program. Include bios or short descriptions of each individual if available.

If speaker(s) and instructor(s) are not yet identified, describe the intended speaker/instructor qualifications. Note if you would like the Academy to assist with speaker/instructor identification and outreach.

7. Target Audience

Identify the primary audience (ex: career stage, discipline, geography). Include how many people you expect will attend. Indicate if you anticipate participants to be drawn from any specific sector (ex: academia, industry, government, general public).

Describe any audience development or marketing support the applicant/organization can provide, including mailing lists, social media channels, partner networks, institutional communications, or other promotional assets.

Please note that the Academy's space at 115 Broadway, 8th Floor, New York, NY 10006 accommodates approximately 75 attendees for in-person programs.

8. Content Ownership and Distribution

Indicate whether you envision the program being recorded, distributed, or repurposed after the live event. Please also note any expectations regarding use of logos, co-branding, speaker materials, slides, or other intellectual property.

9. Inclusion of Early Career Investigators, Women, Persons with Disabilities, and Underrepresented Minorities in Science

Describe how the proposed program will foster broad and inclusive participation across career stages, disciplines, geographies, backgrounds, and institutional settings in STEM.

10. Intended Outcomes

Describe the tangible outcomes (goals, learning objectives etc.) you are seeking through holding this program and how the program will accomplish these outcomes. Describe how you intend to measure the degree of success in achieving these intended outcomes and, if applicable, how this information might inform similar future efforts.



11. Roles and Responsibilities

Describe the proposed division of responsibilities between the applicant/organization and the Academy. Please specify what the applicant would contribute, including subject-matter expertise, speaker/instructor relationships, curriculum or content development, funding, audience development, marketing support, or other resources. Please also identify any areas where you are requesting Academy support.

12. Budget Framework and Funding Model

Provide a preliminary budget framework for the proposed program. Include information about any confirmed sources of seed funding already secured to support direct and indirect expenses of the proposed program. Please distinguish between financial and/or in-kind support (i.e.: shared resources).

If no seed funding is confirmed at the time of submission, please provide a list of individuals, foundations, societies, federal agencies, corporations or other organizations that have an interest in the subject matter of the program and may therefore be considered for possible support. Also include the name(s) of contact persons whom you know at these organizations.