



Canadian Institutional Research and Planning Association (CIRPA)

October 19th -21st, 2021 Annual Conference

Virtual

Call for Proposals

SUBMISSION GUIDELINES AND REVIEW CRITERIA

Overview

CIRPA-ACPRI invites you to submit a proposal to present at our upcoming virtual conference, October 19 - 21, 2021. While you do not have to be a current CIRPA-ACPRI member to submit a proposal, you will have to register for the conference and purchase a 2021 regular membership¹ if your proposal is accepted for presentation at the conference.

Proposals will be reviewed by at least two CIRPA-ACPRI Programming Committee members using a rubric that includes ratings for quality of the proposal (e.g. clarity of objectives, interpretation of research, intended outcomes) and significance and relevance to Institutional Research and Planning, the conference theme and associated topic areas. Additionally, proposals may be evaluated on their overall fit within the program and other proposal topics.

Important Dates

- **Proposal submission deadline: June 4, 2021** (*Submit your proposal(s) via email to the CIRPA 2021 Programming Committee (conference@cirpa-acpri.ca)*)
- Proposal reviews: June 2021
- Final proposal status notification: July 2021
- CIRPA-ACPRI 2021 conference: October 19-21, 2021

Proposal Review Process

Names of authors will be removed from proposals before sending them to the review committee.

Proposals will be evaluated on the following criteria:

1. Clarity of the proposal;
2. Significance and relevance of the proposal to Institutional Research and Planning;
3. Quality of the proposal (e.g., soundness of argument, design, analysis, clarity of objectives, interpretation of research – scholarly & practitioner papers, intended outcomes); and
4. Relevance of the proposal to the conference theme or topic areas.

¹ CIRPA Regular membership includes voting rights, access to the online job board, and access to archived conference presentations. Those attending the annual conference are required to purchase a regular membership. The membership fee is \$100.

Reviewer feedback will be provided when the submission contains sufficient information for reviewers to provide such comments.

Submission Guidelines

1. All proposals should be completed using the attached PROPOSAL TEMPLATE file (CIRPA2021_proposal_template.doc).

2. Proposal files should be saved using the following file naming format:
LASTNAME_FIRSTNAME_CIRPA2021.doc.

3. Submit proposals by email no later than **June 4, 2021**, to **conference@cirpa-acpri.ca**.

4. The Theme for CIRPA-ACPRI 2021 is "Champions of Informed Change."

Submissions are encouraged to align with the conference theme and with one or more of the following topic areas:

- IR Heroes – Data Transformers
- Purveyors of Wisdom – Guiding lights and signposts
- Planning Wizards – Coordinating Integrated Action
- Visionary Oracles – The Future of IR

IR Heroes – Data Transformers - Every IR shop in the country holds the keys to unleash the power of knowledge in their institutions. Effective Data Governance Practices provide the foundations for data transformation into Need-to-Know Information. Access to vital information is triangulated to reveal a Complex Web of Knowledge that transforms leaders' ability to navigate a successful journey to new destinations identified in the Strategic Plan.

Purveyors of Wisdom – Guiding lights and signposts - Whether you call it KPIs, Scorecards, or 360 accountability metrics, many IR shops are responsible for institutional effectiveness and accountability measurement and analysis. These savvy purveyors of wisdom specialize in explaining the data points to the senior executives to guide their institutions forward.

Planning Wizards – Coordinating Integrated Action - Not many IR shops have these experts in their department, but there are always informal or formal bodies (e.g. Strategic Planning Secretariat) to develop and implement actionable strategic plans. These entities need a helpful IR shop to support their work.

Visionary Oracles – The Future of IR - CIRPA is now 30 years old and has seen a profound evolution of the IR body of practice in Canadian post-secondary institutions. This year's conference is an excellent opportunity to look back and look forward to the future of the IR profession as we muddle through the pandemic and help our institutions find productive paths to the post-pandemic "new normal."

5. Proposals should align with one of the following session formats:

I. **Concurrent Session - Scholarly Papers (30 minute period: 20 minutes for the presentation and 10 minutes for follow-up questions)**

The presentation of research and/or ideas relevant to the field of Institutional Research and Planning, and data-based decision making. It should focus on a single topic and be accompanied by a written paper explaining issues, methodologies and outcomes. A scholarly paper may be a research report, methodological paper or theoretical paper. Note that while the findings and conclusions may not be known at the time the proposal is submitted, the research or project should be well underway, with completion expected in advance of the conference.

II. **Concurrent Session – Practitioner/Case Study Papers (30 minute period: 20 minutes for the presentation and 10 minutes for follow-up questions)**

The presentation of a project, case study, new or improved practices and/or ideas to advance the field of Institutional Research and Planning, and data-based decision making. A formal paper is not required, but copies of visuals and documentation should be provided at the time of the presentation. The presentation should be based on solid research but does not require a literature review or all of the scholarly paper elements. The final publication should be sufficiently developed to provide colleagues with comprehensive information and documentation on the presentation's content.

III. **Demonstration Sessions (30 minute period: 20 minutes for the presentation and 10 minutes for follow-up questions)**

An application, tool or resource that supports or advances the field of Institutional Research and Planning, and data-based decision making. The emphasis is on showing the application or tool and its functionality rather than discussing the issues, literature or methodology underlying its development. The proposal should include a description of the application or tool, the functionality and benefits of use, and the equipment needed for the demonstration. At the time of the submission, the application or tool should be fully developed or in the final implementation stage.

Note: For CIRPA's virtual conference, panel sessions and pre-conference workshops have been removed from the session format options.

6. All attendees will have the opportunity to evaluate the sessions they attend. Sessions will be evaluated based on a variety of elements including: effective time allocation, whether content matched the session description, as well as presentation organization, content and delivery. When preparing your materials, please keep these rating categories in mind, as evaluation scores may be considered when making future programming selections.

Terms and Conditions

By submitting a proposal to CIRPA-ACPRI 2021, all author(s), presenter(s), and panel participants agree to the following:

1. All author(s) are authorizing publication of their abstract in the conference program, and their final paper/written documentation in the conference materials published electronically on CIRPA's website. Published papers and supporting documentation must be sufficiently developed to provide conference participants with useful and complete referencing and professional development materials and tools to further the profession.
2. Following the conference, presenting author(s) are required to submit a full, final copy of their presentation electronically in PDF format to the Conference Program Committee Chair (*conference@cirpa-acpri.ca*) by **Monday, November 1, 2021**, for publication on the secure area of the CIRPA website.
3. All presenters at the 2021 CIRPA-ACPRI conference **must be a regular CIRPA-ACPRI member, register for the conference and pay the conference fee**. CIRPA does not reimburse presenters for any expenses incurred.
4. All author(s) are authorizing the recording of their live presentations and publication of the recording to CIRPA's electronic archive.