ARNOVA’s annual conference welcomes participation from researchers in all academic disciplines and a range of professional backgrounds – including nonprofit executives and staff, foundation staff, consultants, and policymakers. Students from all disciplinary backgrounds are particularly welcome.

Proposal Submission

The Review Process

Different Types of Presentations

How It Works: Proposal System

Critical Points

Proposal Submission Tracks for the 48th Annual ARNOVA Conference

Preparation Checklist for Proposal Submissions

For Paper Presentation Proposals

For Panel Presentation Proposals

For Lightning Research Roundtable Proposals

For Colloquium Presentation Proposals

For Poster Presentation Proposals
PROPOSAL SUBMISSION

The ARNOVA Conference proposal submission system is online:

www.arnova.org/submitproposal

All proposals must include an abstract (100 words or less) and a narrative description (1,000 words or less). Please note that the requirements for the narrative description vary depending on the type of submission.

Please do not include information that identifies you as the author in the text of your proposal.

Proposals must be submitted to one of the tracks included in this document. If your submission does not align well with a track, submit to the Open Track.

THE REVIEW PROCESS

Proposals will be carefully reviewed by the Track Chairs and evaluated based on the clarity and potential contribution of the research question, demonstrated knowledge of the relevant literature, clearly articulated and appropriate methods, and well considered presentation of research findings and their implications. A double-blind review process will be used for all paper, poster, and panel submissions. A single-blind review process will be used for Colloquium and Lightning Research Roundtables (see below).

DIFFERENT TYPES OF PRESENTATIONS

1. Papers – This is a commitment to present a scholarly paper that will be grouped with others on similar topics for that session. Individuals submitting a paper proposal are making a commitment to provide a completed paper to the chair and/or discussant and all presenters in their session via e-mail by November 1. (After accepting our invitation to present, not following through on the commitment will become a determining factor for future consideration to present at the Annual Conference.)

2. Panel – Panels are composed of 3-4 papers that are pre-arranged to address a common issue or theme. Preference will be given to panels where individual contributors represent more than one institution, as well as panels with an identified chair and discussant. Proposals for panels must include a narrative description of the panel as a whole, as well as a separate narrative description of...
each paper. The panel organizer should indicate who will serve as the chair and discussant of the panel. Note: The same person can serve in both roles.

3. **Lightning Research Roundtable** - Lightning Research Roundtables create provocative, highly interactive discussions between presenters and audience members. The sessions consist of 5-7 “lightning” presentations that are prearranged and submitted together along with an engaged facilitator around a common theme or topic. Each presenter will have expertise in the topic area and will present the highlights of their empirical project in 5 minutes (i.e., problem area, research question, methods overview, top findings, brief implications). Presentations will comprise half the session with the other half allocated to audience participation. Each roundtable will have a discussant who is intended to push both presenters and audience members in thinking about emerging themes and innovations in the topic area. These sessions are intended to be generative and include more audience involvement than traditional paper sessions. In lieu of a paper, roundtable presenters are required to submit to the discussant written answers to pre-arranged questions by November 1st.

5. **Colloquium** – A colloquium is a special interactive session that explores a single topic, preferably related to the conference theme. A colloquium is usually organized around 2 to 4 presenters offering some prepared comments on an important issue (e.g., political polarization and its impact on the sector, the use of nonprofit incorporation for public good and bad) with reference to a pre-specified set of questions. Colloquia also can be an important opportunity to bring together individuals from different disciplinary backgrounds. A limited number of colloquium sessions will be accepted. Evaluation of each colloquium will be based on rigor, potential for new insights, and relevance to the conference theme.

6. **Poster** – Posters are graphical presentations displayed during the conference. Poster presenters are expected to be with their poster at the designated presentation time. A well-conceived poster should provide an easily comprehensible research question, methods, analysis, and findings. A poster presentation is the most appropriate submission type for early stage research. Poster submissions will open in July.
HOW TO SUBMIT A PROPOSAL

All proposals must be submitted through the online submission system

www.arnova.org/submitproposal

The system provides prompts for all required information for each submission. We suggest you review this entire document which includes a checklist of what you will need for each submission. Following the instructions will make the process much easier. A list of FAQs is included as well at the end of this document and on the ARNOVA website. You can also contact our staff with your question by e-mailing conference@arnova.org. Emails are reviewed and replied to in the order they are received. Please allow 24 hours for a response.

The link to the on-line system is found on our website (www.arnova.org) under the button that says “Submit Proposals.” (Note: please check “junk/spam” folder for the e-mail confirming the receipt of your proposals, as it is sent automatically by another system.)

You do not need to be a member of ARNOVA to submit a proposal, but you must be an ARNOVA member to present and attend the conference. All accepted presenters are expected to join ARNOVA and pay the conference registration fee. Check the ARNOVA website (www.arnova.org) for current membership rates.

Because we are using a new submission system this year, everyone will need to create an account with their first submission(s). To begin you will want to select your submission type at www.arnova.org/submitproposal. Select Submit Paper, Submit Colloquium, Submit Panel, or Submit Lightning Research Roundtable Panel.

How do I create an account?

Once you select the type of submission type (paper, colloquium or panel) you will be directed to the submission system. In the top right corner of the page there will be a Log In prompt. Click on this and a window will pop up asking you for your log in credentials. At the bottom is a prompt: Need to Create an Account? Click here and you will be prompted to create an account with your first name,
last name, email address and password. Passwords must be at least 1 letter, 1 number, 8-20 characters and no spaces.

If you have forgotten your password there is a “Forgot Password” link that will send you instructions on how to reset your password.

Once you create your account you will be directed to the submission page to begin your work. The account creator will be:

- the primary author in a paper submission
- the first presenter in a colloquium submission
- the submitter in a panel or lightning research roundtable submission

**NOTE: If you are submitting into different submission types (i.e. you submit a paper and a panel) you will have to duplicate your first account created. You will use the same email address and password you used for your first submission.**

The system provides prompts for all required information for each submission.

Once you have provided all the required information, click the "Submit" button at the bottom of the form to submit your proposal. A message will appear on your screen confirming your submission with a submission ID number. You also will receive an e-mail confirmation. This is your proof that ARNOVA has received your submission, so keep it as a record. **Check your junk mail folder if you do not receive an e-mail confirmation.** If your confirmation e-mail was sent to your junk mail folder, please mark it as not junk so you will receive future notifications regarding your proposal.

You can submit multiple proposals and can return back to the beginning of the process through the link included in the confirmation page or by going to [www.arnova.org/submitproposal](http://www.arnova.org/submitproposal).

**Update: The new deadline for non-member and member submissions is 11:59 PM EST, April 27, 2020**
(1) Paper and panel proposals will be considered by double-blind review. The reviewers will receive those proposals with all identifying author information removed. You are requested to follow the guidelines so as not to include information that would identify you as the author in the text of your proposal. It is extremely important that all proposals follow the guidelines and contain all information as requested.

(2) Colloquium and Lightning Research Roundtables are single-blind review. Those proposals include identifying information for all participants.

(3) No individual should plan on presenting more than twice at this conference. You may serve as a chair or discussant in other sessions, but you must limit yourself to two presentations. We intend to assure that there is room for as many quality presentations as possible.

(4) Acceptance notifications will be sent through e-mail in early June. Be sure to provide an e-mail address that you check regularly and will use throughout the process. Reminder: all presenters must be ARNOVA members and registered for the conference. All correspondence about your submission and the conference will be through e-mail.

(5) You can edit your submission at any time until the proposal system closes on April 27, 2020 for non-members and members. For changes after the system closes you MUST complete the Change Requested form found on the ARNOVA website. www.arnova.org/ChangeRequest

(6) If your proposal is accepted and you agree to participate, you must register for the conference by September 17 to guarantee a place on the program. (For multiple-author paper submissions, at least one author must register.)

(7) The conference begins at 8:00 AM, Thursday, November 12, and concludes at 12:00 PM, Saturday, November 14. All presenters should plan to attend the entire conference as requests for specific days or times for participation are generally not accepted due to the complexities of scheduling 600+ participants. In the case of religious observances or unusual family circumstances a scheduling request may be sent by email to mkmyers@arnova.org by August 3, 2020. Attempts will be made to accommodate these requests, but we cannot promise to be able to adjust presentation schedules to meet individuals’ needs.
Conference Theme – What roles do nonprofits have in addressing climate change and social justice? How do nonprofits operate as forces that ameliorate or exacerbate issues of social justice and/or climate change? What role(s) does philanthropy have in changing environmental, political, economic, and social landscapes?

• Special track on Covid-19 – How has/did COVID-19 affect the finances and service delivery efforts of nonprofits? In what ways can nonprofits deal (and are nonprofits dealing) with the aftermath? How has/did philanthropy and philanthropic institutions react to the outbreak of COVID-19? How have/did/will the pandemic change the nonprofit and philanthropic sectors?

• Accountability, Effectiveness, Evaluation, and Program Outcomes – In what way(s) do nonprofits hold diverse publics accountable? Are these ways effective? To what extent do evaluation practices and metrics accurately capture the effectiveness of nonprofit and philanthropic action? What kinds of nonprofit and philanthropic programs are thriving or failing, and why?

• Boards and Governance – What important challenges do boards face—particularly in when grappling with issues of climate change and social justice? How are these challenges being met? How are governance models adapting and/or changing? Are there novel board governance practices? What are the strengths and weaknesses of different models? Are certain board practices more/less associated with more positive/negative outcomes?

• Civil Society, Community, and Grassroots Associations – In what ways do third sector organizations contribute to democratic outcomes? How is globalization affecting civil society in different nations? What new forms of civil society are developing and what is the impact on the state and citizens? What are the drivers and implications of changing spaces for civil society? What is the role of social movements today? To what extent are new technologies changing the way organizing and voluntary action take place? What is the role of faith communities in advocating for and meeting human needs?

• Collaboration: In, Between, and Among Sectors – What is the role of collaboration in, between, and among nonprofit and philanthropic organizations? With whom do nonprofit and philanthropic organizations collaborate? What are the implications of collaboration in the nonprofit and voluntary sector? What tools, methods, and theories help us understand collaborative activity within and across sectors?
• Networks and Methodology – What methodological approaches help us to better understand the role and function of nonprofit and philanthropic organizations? How do we measure the connectedness of nonprofit and philanthropic organizations within and between one another, communities, and societies? What methodological techniques can we utilize to research the role of social media in connecting nonprofits to various publics? How can we harness big data to answer big questions?

• History, Religion, and Arts – How do philanthropy and nonprofit organizations express and navigate competing religious, ethical, and political values? What are historical trends in practices, purposes, and forms of charitable organization? What role do art and creative spaces play in defining the practices of civil society?

• Innovation and Entrepreneurship – To what extent are novel approaches to social change or service delivery re-defining the work of the nonprofit and philanthropic sectors? What new (or hybrid) organizational forms are emerging? What are the implications of these forms?

• Management, Leadership, and Strategy – What shifts in nonprofit management practice have occurred in recent years? What are the implications of these shifts? Are nonprofit leadership styles changing? If so, how so, and why? Are nonprofit and philanthropic organizations adopting new strategies in response to changing circumstances and public values? How do management and leadership practices vary among nonprofit and philanthropic organizations—particularly among organizations with vastly differing purposes?

• Philanthropy, Fundraising, and Giving - How is the concept and practice of philanthropy evolving? How is giving changing? Are donors and fundraisers shifting their behaviors? If so, how? How do mechanisms of giving operate in different contexts?

• Public Policy, Law, Regulation, and Advocacy - What role(s) do nonprofits play in the policy process? What laws and regulations govern nonprofits and do they need to adapt to changing environments? How do nonprofits advocate for policies and their missions?

• Research to Practice – From a practical perspective, what are the major challenges facing nonprofit policy and operations that scholarship can help address? What measures, methods, and outlets are useful for assessing the reach and impact of nonprofit scholarship?

• Teaching and Education – What are the epistemological foundations of nonprofit scholarship? What pedagogical practices are we using to prepare the next generation of nonprofit leaders? To what extent should nonprofit academic programming change with the times?
• **Voluntarism and Volunteering** – *How is voluntarism changing in the current environment? What new or additional knowledge, skills, and abilities are needed by volunteers? What contributions do volunteers make to civil society?*

• **Open Track** – *If your paper focuses on a topic that does not fit neatly in one of the above tracks, please submit here. Accepted papers will be placed in panels complementary to the research focus.*

**PREPARATION CHECKLIST FOR PROPOSAL SUBMISSIONS**

Why this Checklist? — Submitting your proposal to make a presentation at ARNOVA’s Conference will go much more smoothly and quickly if you have everything you need right at hand. The system does allow you save your work and go back to made edits and updates if needed. Once you complete your submission you will receive an email confirmation with instructions on how to log back in to make updates if needed.

**For Paper Presentation Proposals, you will need:**

1. Your required information as the proposer/author, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
   d. E-mail Address
2. The same required information for any co-authors.
3. The title of the paper (15 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the paper (100 words or less).
5. The narrative description (1,000 words or less) including the following:
   a. Problem or issue that is being studied with a clear research question;
   b. Topic’s relation to the state of knowledge in the field (including relevant literature);
   c. Methodological approach (including analytical strategy and data sources);
   d. Findings (for empirical papers) or new conceptual argument (for conceptual papers);
   e. Contribution your work makes to the field;
   f. Bibliographic references;
   g. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the
substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first. Track chairs will use keywords to sort papers into sessions.

For Panel Presentation Proposals, you will need:

1. Your required information as the panel proposer/organizer, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
   d. E-mail Address
2. The same required information for all authors (and co-authors) of papers to be included in this panel – you will be entering their paper proposals.
3. The title of the panel (15 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the panel (100 words or less).
5. The narrative description of the panel (1,000 words or less, including references).
6. Then, for each paper to be part of this panel, including your own (if you are presenting), you will need:
   a. The title of the paper (20 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
   b. The abstract of the paper (100 words or less).
   c. The narrative description (1,000 words or less, including references)
      i. Problem or issue that is being studied with a clear research question;
      ii. Topic’s relation to the state of knowledge in the field (including relevant literature);
      iii. Methodological approach (including analytical strategy and data sources);
      iv. Findings (for empirical papers) or new conceptual argument (for conceptual papers);
      v. Contribution your work makes to the field;
      vi. Bibliographic references; and
      vii. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first.
NOTE: If you are planning to be part of the panel as a chair or discussant, you must enter your information in that role in addition to being the submitter.

For Lightning Research Roundtable Proposals, you will need:

1. Your required information as the roundtable proposer/organizer, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
   d. E-mail Address
2. The same required information for all presenters.
3. The title of the roundtable (15-word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the roundtable (100 words or less).
5. Description of the roundtable goal (1,000 words or less) including:
   a. Central theme or provocative idea of the roundtable;
   b. Why debating or discussing this issue is critical at this point in time;
   c. The variety of perspectives that the participants will use to engage the audience; and
   d. The ways in which you will create a lively, interactive sessions.
6. Then, for each presenter, including you (if you are presenting), you will need a short bio highlighting the presenter’s relevant academic or professional expertise and what their expected contribution to the roundtable is.
7. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first.

NOTE: If you are planning to be part of the panel as a chair, or discussant you must enter your information in that role in addition to being the submitter.

For Colloquium Presentation Proposals you will need:

1. Your required information as the colloquium organizer, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
d. E-mail Address
2. The same required information for all presenters to be included in this colloquium.
3. The title of the colloquium (15 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the colloquium 100 words or less).
5. The narrative description of the colloquium (1,000 words or less, including references).

NOTE: If you are planning to be part of the colloquium as a presenter, chair or discussant you must enter your information in that role in addition to being the session organizer.

For Poster Presentation Proposals you will need:

1. Your required information as the proposer/author, which includes:
   a. First & Last Name
   b. Affiliation
   c. Phone #
   d. E-mail Address
2. The same required information for any co-authors.
3. The title of the poster (15 word limit). Note: The submission system does not allow titles with all caps or all lowercase.
4. The abstract of the poster (100 words or less).
5. The narrative description (1,000 words or less) including:
   a. Problem or issue that is being studied with a clear research question;
   b. Topic's relation to the state of knowledge in the field (including relevant literature);
   c. Methodological approach (including analytical strategy and data sources);
   d. Findings (for empirical papers) or new conceptual argument (for conceptual papers);
   e. Contribution your work makes to the field;
   f. Bibliographic references; and
   g. Three keywords, in order of priority. For example, if geographic focus is most important, list the country or region first. If the paper is focused on transnational/international organizations or activities (e.g., INGOs, transnational activism) list that first. If the substantive focus is most important (e.g., nonprofit governance, philanthropic giving) list that first.

Additional FAQs: www.arnova.org/submissionfaqs