GUIDELINES FOR

PROPOSAL SUBMISSION

ARNOVA 52nd Annual Conference | Orlando, Florida | November 16-18, 2023

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.

GENERAL GUIDELINES

- The ARNOVA Conference proposal submission system is now accessible at: https://www.arnova.org/members-only/submitaproposal/
- Non-ARNOVA members can submit proposals. However, **all presenters must be ARNOVA members and registered for the conference.** Non-members accepted to present at the conference will need to join ARNOVA and register for the conference.
- There are different kinds of proposal submissions: Paper, Panel, Colloquium, Lightning Research Roundtables, Posters and Professional Development Workshop (details below).
- All proposals must include a brief narrative description; the requirements for the narrative description vary depending on the type of submission.
- Submission Policy: Lead authors may only submit two papers under the "Paper Submissions" category; however, they may be a second or additional author on other papers.
- It is important to ARNOVA to allow the opportunity for good quality presentations by a diverse group of members. With that principle in mind, we cannot guarantee members the opportunity to present more than two times at the conference. At the same time, we recognize that some members may be a second, third or fourth author on some papers, and may wish to participate on those panels. We will do our best to accommodate those requests. Serving as a chair or discussant does not count toward the two-presentation guideline.
- Preference will be given to panels where individual contributors represent more than one institution.
- Proposals must be submitted to one of the themes listed below. If your submission does not align well with a track, submit to the Open Track. Check the conference submission type description below for details.
- Paper, panel proposals and posters will be considered by double-blind review. The reviewers will receive those proposals with all identifying author information removed. **Please do not include any identifying information in the narrative description.**
- Colloquium, Lightning Research Roundtables and Professional Development Workshop are single-blind review. Those proposals include identifying information for all participants.
- Proposals will be carefully reviewed and evaluated by the Track Chairs and based on the following criteria if applicable:
  - Relevance of proposed topic;
  - Clarity of description of topics and/or research approach;
  - Author's awareness of the state of knowledge in the field,
  - Appropriate data sources, use of methodology, and analysis;
  - Contributions of findings to advancing the field;
  - Interest to our members and relevance to ARNOVA's audience;
  - Diversity of perspectives;
  - Readability.

- Acceptance notifications will be sent through e-mail in July. Be sure to provide an e-mail address that you check regularly and will use throughout the process. All correspondence about your submission and the conference will be through e-mail.
- If your proposal is accepted and you agree to participate, you must register for the conference by **September 13** to guarantee a place on the program. (For multiple-author paper submissions, at least one author must register.)
- If you submit a proposal and have a religious obligation or unusual family circumstances that would affect the timing of your presentation, you may submit a scheduling request during the submission process. All efforts will be made to accommodate these requests, but we cannot promise to be able to adjust presentation schedules to meet individuals' needs.
- The conference begins at 8:00 AM, Thursday, November 16, and concludes at 12:00 PM, Saturday, November 18. 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.

CONFERENCE SUBMISSIONS: TYPES AND REQUIREMENTS

There are 6 types of proposal submissions. Submission requirements vary by the type, and we encourage you to carefully read and follow these requirements.

Paper Submissions

This is a proposal to present a scholarly paper that will be grouped with other papers with similar/related topics at the discretion of the reviews and conference co-chairs. 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.)

Requirements:

A. Author(s)'s Information including first & last names, affiliation, and e-mail address.
B. Title of the paper (15-word limit).
C. Abstract (50-100 summary to be included in the session description and catalog of research)
D. Narrative description of up to 1000 words that provides 1) a clear research question or topic, 2) grounding in the state of knowledge in the field (literature if applicable), 3) methodological approach (including analytical strategy and data sources), 4) expected empirical or conceptual

findings; and 5) expected contributions. Bibliographic references are encouraged but not required.

E. Keywords: You will be asked to choose from 4 lists of keywords related to topic, methodology, focus, and unit of analysis. If you cannot find one, we encourage you to use the keyword closest to your intended one.

Panel Submissions

Description: Panels are composed of 3-4 papers that are pre-arranged to address a common theme. Preference will be given to panels where individual contributors represent more than one institution and to those with an identified chair and discussant. The panel organizer should indicate who will serve as the chair and/or discussant of the panel. Note: The same person can serve in both roles.

Requirements

A. Panel organizer's information including first & last names, affiliation, and e-mail address.
B. Presenters' information including first & last names, affiliation, and e-mail address. *If you are planning to be a presenter or chair, you must enter your information in that role in addition to being the organizer.*
C. Title of the panel (15-word limit).
D. Abstract (50-100 summary to be included in the session description)
E. Narrative description of up to 1000 words that provides 1) the main focus of the panel and the connection between the different individual papers; and 2) details for each paper that include: a) paper title; b) clear research question or topic, c) grounding in the state of knowledge in the field (literature if applicable), d) methodological approach (including analytical strategy and data sources), e) expected empirical or conceptual findings; and f) expected contributions. Bibliographic references are encouraged by not required.

Colloquium Submissions

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. A colloquium 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 proposal will be based on rigor, potential for new insights, and relevance to the conference theme.

Requirements:

A. Organizer's information including first & last names, affiliation, and e-mail address.

B. Presenters' information including first & last names, affiliation, and e-mail address. If you are planning to be a presenter or chair, you must enter your information in that role in addition to being the organizer.

C. Title of the colloquium (15-word limit).

D. Abstract (50-100 summary to be included in the session description)

E. Narrative description of *up to* 1000 words that provides: 1) the overall topic of the colloquium, 2) a pre-specified set of questions to be discussed; and 3) a short bio for each presenter highlighting their relevant academic or professional expertise and potential contribution.

Lightning Research Roundtable Submissions

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.

Requirements:

A. Organizer's information including first & last names, affiliation, and e-mail address.

B. Presenters' information including first & last names, affiliation, and e-mail address. If you are planning to be a presenter or chair, you must enter your information in that role in addition to being the organizer.

C. Title of the roundtable (15-word limit).

D. Abstract (50-100 summary to be included in the session description)

E. Narrative description of up to 1000 words that provides 1) the central theme or provocative idea of the roundtable (why debating or discussing this issue is critical at this point in time and the variety of perspectives that the participants will bring); 2) a very short bio for each presenter highlighting their relevant academic or professional expertise and potential contribution; and 3) the ways in which you will create a lively, interactive session.

Professional Development Workshop Submissions

This track offers active learning opportunities in which members actively engage to develop their professional skills. ARNOVA's sections, CIGs and members can submit a proposal to organize professional development workshops. Organizers of accepted PDWs should expect to work with members of the Professional Development Committee to refine and target workshop content.

Requirements:

A. Workshop organizer's information including first & last names, affiliation, and e-mail address
B. Information for all speakers who will deliver the workshop including first & last names, affiliation, and e-mail address. If you are planning to be a presenter or chair, you must enter your information in that role in addition to being the organizer.
C. Title of the workshop (15-word limit).
D. Abstract (50-100 summary to be included in the session description)
E. Narrative description of up to 1000 words that provides 1) the focus of the workshop and the intended benefits for ARNOVA's members; 2) a short bio for each speaker highlighting their relevant academic or professional expertise, role in the workshop and potential contribution; 3) the approach to be used in the workshop; 4) expected duration and logistics needed; and 5) any available sponsorship or support.

Poster Submissions

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.

Requirements:

A. Author(s)'s Information including first & last names, affiliation, and e-mail address
B. Title of the poster (15-word limit).
C. Narrative description of up to 1000 words that provides 1) a clear research question or topic, 2) grounding in the state of knowledge in the field (literature if applicable), 3) methodological approach (including analytical strategy and data sources), 4) expected empirical or conceptual findings; and 5) expected contributions. Bibliographic references are encouraged by not required.

HOW TO SUBMIT A PROPOSAL

All proposals must be submitted through the online submission system:

https://www.arnova.org/members-only/submitaproposal/

A list of FAQs is included at the end of this document and on the ARNOVA website here. 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.

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.

You don't need to create an account to submit your proposal, you will receive an email with the proposal information (Submission title) and link to login in case you need to update the submission.

Step 1: Go to https://www.arnova.org/members-only/submitaproposal/ and click on the button that reads *"Submit your proposal."*

Step 2: On the tab Select *"Begin your submission"* you will be able to start your proposal by selected one of the submission types. You will be directed to the submission page for that specific type to begin your work.

The submitter will be:

- the primary author in a paper or poster
- the submitter in a colloquium submission or professional development workshop
- the submitter in a panel or lightning research roundtable submission

Step 3: Enter your submission details. The system provides prompts for all required information for each submission.

Step 4: Once you have provided all the required information, click the "Submit" button at the bottom of the form to submit your proposal. You will receive an email with the submission title and a link to access the abstract platform. With this link you will be able to set up your account and edit your submission(s). 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 beginning of the process through the link included at the bottom the confirmation page *"Begin another submission"* or by going to https://www.arnova.org/members-only/submitaproposal/.

SUBMISSION TOPICS FOR THE 52ND ANNUAL ARNOVA CONFERENCE

- **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? How much do accountability and evaluation account for system disruptions?? What kinds of nonprofit and philanthropic programs are thriving or failing, and why?*

- **Boards and Governance** – *What important challenges do boards face? 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? How are diversity, inclusion, and anti-racism reflected in board governance models and practices?*

- **Civil Society, Social Movements, and Grassroots Associations** – *In what ways do third sector organizations contribute to democratic and social justice outcomes? How is globalization affecting civil society from local communities to national agendas? What new forms of civil society are developing and what is the impact on the state and community members? What are the drivers and implications of changing spaces for civil society? What role do social movements play in building democratic participation? 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 or forge networks? What are the implications of collaboration in the nonprofit and voluntary sector? How do we measure the connectedness of nonprofit and philanthropic organizations? What tools, methods, and theories help us understand collaborative activity within and across sectors?*

- **Conference Theme** – *How are misinformation, social mistrust and democratic backsliding changing the work of nonprofit organizations and philanthropy? How are nonprofits, grass-roots organizations, and formal and informal philanthropies responding to these conditions? Have new*

kinds of organizations emerged, or have existing organizations adapted to address these issues? How are ARNOVA members learning about these issues and sharing them with practitioners? In what ways do the roles played by nonprofit organizations and philanthropy in response to these conditions vary by country? What challenges do misinformation, mistrust, and democratic backsliding play for the most marginalized groups in communities and the organizations that support them? What are effective strategies and managerial tools for nonprofit organizations and philanthropy in combatting misinformation, trust-building, and creating resilient democracy?

- **Data and Methodology** – *What methodological approaches help us to better understand the role and function of nonprofit and philanthropic organizations? What are the challenges of certain methodologies in studying nonprofits? How can we harness big data to answer big questions? What are the approaches of acquiring and using big data? What are some of the related challenges or threats? How can we utilize open science in research, teaching and practice?*

- **Diversity, Equity, and Inclusion in Organizations** - *How and when does diversity matter in nonprofit organizations? How does diversity make nonprofits more effective or efficient? What inclusion practices are nonprofits using? How do prejudice and bias affect who is hired in leadership? How can organizations respond productively, and with the least amount of harm, to bullying, harassment, or other types of discrimination? How does promoting diversity, equity, and inclusion within organizations impact their roles in society?*

- **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 historical voices have not been centered in our understanding of the sector and how can we learn from them? 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?*

- **Nonprofit Finance** – *What are the sound and ethical financial practices nonprofits follow or should follow? What are the important financial challenges facing nonprofits? How are nonprofits meeting these challenges? What implications do financial decisions have on the performance of*

nonprofits? What practices have emerged in nonprofit finance in response to disruptions like the COVID pandemic?

● **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 and/or in response to external shocks or demands?*

● **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 social change?*

● **Research to Practice** – *From a practical perspective, what are the major practice 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? How can the pedagogy be more inclusive? 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? What can be learned about how different forms of organization facilitate voluntarism?*

● **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.*

● **Professional Development Workshops (Limited submissions)** – *This track offers active learning opportunities in which members actively engage to develop their professional skills. ARNOVA's sections, CIGs and members can submit a proposal to organize professional development workshops. Organizers of accepted PDWs should expect to work with members of the Professional Development Committee to refine and target workshop content.*

FREQUENTLY ASKED QUESTIONS

How do I log in to the submission platform?

Visit https://www.arnova.org/members-only/submitaproposal/ and click on the button that reads *"Submit your proposal"*. *You don't need to create an account to submit your proposal. Once you select the type of submission and complete the information in the form, you will receive an email with the proposal information (Submission title) and link to login in case you need to update the submission.*

Do I need to be a current member to submit or create an account?

No, you do not need to be a member to create an account and submit a proposal or apply for an award or scholarship. *You will need to become a member and register for the conference to present at the conference or to receive your award/scholarship*. Note: current members will receive a 1-week deadline extension on proposal submissions.

Can I use my ARNOVA membership credentials to log in?

No, you don't need to create an account to complete your submission. Once you complete your proposal you will receive an email with the submission title and a link to set up your account in case you need to edit/update your proposal.

How do I create an account?

On the right side of the abstract platform click on the link that reads Create Account / Login. On the next page type your email and it will request your password, first name and last name. You will receive an e-mail message with instructions for completing the registration process with a link to access the account. Once you access the account, you will see a button that will take you to conference submissions and one that will take you to awards and scholarships applications.

How do I reset my password?

On the login page you will see a message that reads: If you have forgotten your password, or are a new user, click here to have it reset.

How do I know if my submission or application was received?

You will receive a confirmation email with the submission title and the link to access the abstract platform account. If you do not receive confirmation, please check your Spam/Junk filters. For technical support with the online submission site, call customer service at The Conference Exchange at 401.334.0220 - 8:30 AM to 6:00 PM ET or click on the dialogue sign next to the submissions ID

number on the right top side of your submission - 7:00 AM - 11:00 PM ET. For questions about the content of your submission or the review process, please email conference@arnova.org or call us at 317-684-2121.

How do I update my personal information after the deadline?

To update your personal information after the deadline, please contact ARNOVA at conference@arnova.org or complete the Change Request Form **here**

Can I save or modify my submission?

Yes, you can modify or update your submission at any time until the deadline.

Do I have a set amount of time to complete my submission?

No, you have an unlimited amount of time to complete your submission. If your screen is idle for too long, it will prompt you to make sure you are still working.

Can I submit more than one proposal?

Yes, you may submit multiple proposals. There is a one-proposal limit into the Conference Theme and a two-proposal limit into the Paper submission. Each proposal requires a separate submission. However, *no individual should plan on presenting more than twice at this conference*. If more than two proposals get accepted, the conference co-chairs will work with you to determine the two you will present.

I have a problem with my proposal submission. Who can I contact?

For technical support with the online submission site, call customer service at The Conference Exchange at 401.334.0220 - 8:30 AM to 6:00 PM ET or click on the dialogue sign next to the submissions ID number on the right top side of your submission - 7:00 AM - 11:00 PM ET. For questions about the content of your submission or the review process, please email conference@arnova.org or call us at 317-684-2121.

Additional FAQs Here