

(REVISED 5/5/2017)



University  
Graduate  
School

## University Graduate School Support for Enhancement of Research Colloquium/Seminars for PhD Programs

### Purpose:

The University Graduate School (UGS) will provide small grants during the 2017-2018 AY to PhD-granting units to enhance their research colloquium/seminar series. The intended purpose of this support is to build intellectual community within academic programs and/or across the University and to enhance opportunities for the scholarly development and training of graduate (particularly doctoral) students. We also hope to facilitate the development of research and educational partnerships within the University.

These funds are intended expressly for:

- The support of a new colloquium/seminar series
- Expansion of existing colloquium/seminars to include speakers chosen by students or in response to student input
- Enhancement of existing colloquium/seminars specifically by increasing opportunities for graduate students to interact with visiting scholars
- Increasing student exposure to women and underrepresented minorities in the field as speakers.

This initiative for enhancement of colloquium/seminars is being supported with non-recurring funds, such that these funds may not be available in subsequent academic years. Units should plan accordingly.

### Eligibility:

- **PhD-granting units at Florida International University.\***  
\*Several Ph.D.-granting units within a College/School may submit a combined proposal. Master's programs can be considered on a case-by-case basis. Master's programs that are feeder programs to doctoral programs may apply in partnership with the doctoral granting units.
- **Cost-Sharing Commitment from Department and College/School**  
Since these funds are intended for *enhancement* of research colloquium/seminar series, there is an expectation that PhD-granting units have also committed resources to these activities. Greater cost sharing by the unit will generally result in a stronger application for enhancement funds. An optimal proposal would have a cost-sharing commitment from both the department and the college/school.

**IMPORTANT note for units that received recruitment funds last year:** If the unit has not submitted the required summary report of last year's colloquium activities, the unit will not be eligible to receive funds until the report is submitted and approved by UGS. If the 2016-17 award was not spent in its entirety, the unit is not eligible to receive funds this year.

**Amount of Support:** It is anticipated that awards for a particular proposal would be in the form of matching funds to

unit commitments (1/1 match) not to exceed \$3,000. Joint proposals, i.e., a proposal submitted in partnership with other units, may exceed \$3,000.

**Deadlines:** Proposal submissions Deadline: **June 1<sup>st</sup>, 2017**  
Deadline to expend colloquium funds: **June 1<sup>st</sup>, 2018**  
Deadline to submit the required colloquium activities report: **June 1<sup>st</sup>, 2018**

Funding decisions will be made by the UGS leadership team before July 1<sup>st</sup>.

**All proposed colloquium/seminar series must meet the following criteria:**

- Benefit a significant number of graduate faculty and graduate students across the unit(s).
- Provide opportunities for graduate students to participate in the colloquium/seminar.
- Include women and underrepresented minorities in the field as speakers
- Provide opportunities specifically orchestrated for graduate students (particularly doctoral students) to interact with outside speakers, e.g., escorting the speaker, special question and answer session, round-table discussion, etc.
- Obtain written evaluations from graduate students regarding the opportunities provided for graduate students to interact with visiting scholars (sample attached).
- Note: These funds cannot be used to defray the costs of an existing colloquium/seminar series but can be used to *expand or enhance* a current on-going colloquium/seminar series.

**Proposals must include the following information (not to exceed 3 pages):**

- Proposal cover sheet (attached)
- Brief objectives, justification and outline *of the proposed enhancement*.
  - Be sure to outline enhanced activities/opportunities for graduate students to interact with visiting scholars.
  - Identify women and speakers from underrepresented minorities in the field to be included.
- PhD-granting unit(s) that will be the official sponsor(s) of the enhanced colloquium/seminar series.
- Additional units(s) that would benefit from the proposed enhancement, including PhD-granting units and active research groups/centers.
- Brief budget
  - Expenses (estimated honorarium, room costs, travel, etc.).
  - Specifics of cost-sharing commitment.
- Although UGS is not opposed to supporting program proposals that include social activities, be cognizant that E&G funds cannot be used to buy food or beverages.

Proposal submissions Deadline: **June 1<sup>st</sup>, 2017**. Submit proposals to Irene Baquero – in person, MARC 240; by email [ibaquero@fiu.edu](mailto:ibaquero@fiu.edu); or by fax, 305-348-3433

**Disbursement of Funds:**

UGS will disburse funds to a department account upon approval of program proposal. (Programs will not be required to submit invoices to UGS for payment.) Approvals will be completed by July 1<sup>st</sup>, with disbursement of funds taking place during the month of July.

**Reporting of Graduate Student Benefits, Deadline (June 1, 2018):**

By June 1, 2018, each sponsoring unit must submit a 1-2 page report to UGS that includes the following:

- Estimates of numbers of faculty, graduate students and others who attended.
- Summary of graduate student evaluations of their opportunities to interact with the visiting scholars (see sample evaluation below).
- Unit's response to graduate student evaluations.
- A list of visiting scholars, including titles and affiliations, and the title of their presentation.
- Summary of expenses and cost-sharing.

# University Graduate School Colloquium Enhancement Initiative

## Proposal Cover Sheet 2017-2018

Name of Unit Representative: \_\_\_\_\_

PhD Granting Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Room/Office #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount of Funds Requested: \$ \_\_\_\_\_ (\$3,000 max)

Your Unit/College Match: \$ \_\_\_\_\_

Budget Manager Name: \_\_\_\_\_

Budget Manager Phone Ext: \_\_\_\_\_

Budget Manager Email: \_\_\_\_\_

Department ID Number for Funds Transfer: \_\_\_\_\_

Please submit proposal to **Irene Baquero by June 1<sup>st</sup>, 2017** – in person, MARC 240; by email [ibaquero@fiu.edu](mailto:ibaquero@fiu.edu); or by fax, 305-348-3433.

**Deadline for proposal submission – June 1<sup>st</sup>, 2017**

**IMPORTANT note for units that received recruitment funds for the last year:** If the unit has not submitted the required summary report of last year's recruitment activities, the unit will not be eligible to receive funds until the report is submitted and approved by UGS. If the 2016-17 award was not spent in its entirety, the unit is not eligible to receive funds for the 2017-18 academic year.

## Sample Graduate Student Evaluation

*(To be administered after each speaker, mid-way through the year and/or at the end of the year as most appropriate for the program)*

1. Did you have opportunities to interact with any of the visiting scholars/colloquium speakers on an individual basis or in a small group? Please describe.
2. How can we improve the opportunities for students to interact with visiting scholars/colloquium speakers?
3. What did you find most valuable about interacting with visiting scholars/colloquium speakers?
4. Did you find the [*chat sessions, meals, laboratory tours/visits, escorting opportunities, etc.*] with the speakers to be beneficial and how can improve those opportunities for graduate students?
5. How can we improve the process for involving students in the selection of visiting scholars/colloquium speakers?
6. Do you have any other suggestions as to how the colloquium can be improved?