

7/24/09

## **Research and University Graduate School Support for Enhancement of Research Colloquium/Seminars**

### **Purpose:**

The Research and University Graduate School (RUGS) will provide small grants during the 2009-2010 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 1) the support of a new colloquium/seminar series; 2) expansion of existing colloquium/seminars to include speakers chosen by students or in response to student input; and/or 3) enhancement of existing colloquium/seminars specifically by increasing opportunities for graduate students to interact with visiting scholars.

### **Eligibility:**

- PhD-granting units at Florida International University.
- 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.

### **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. These funds are not intended to be budget relieving, nor are they likely to be available in subsequent academic years. Units should plan accordingly.

### **Deadlines:**

Grant proposals for the support of colloquium/seminar series will be accepted in PC 230 on a rolling basis until March 1 of 2010. However, it should be understood that funding is limited and will decrease in availability as the fiscal year progresses. It is expected that all Colloquium funds provided by RUGS for the 09-10 AY will be spent before May 1, 2010. Funding decisions will be made by the RUGS leadership team; please allow 10 days for processing.

**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.
- 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 of from graduate students regarding the opportunities provided for graduate students to interact with visiting scholars (failure to meet this evaluation requirement will make a program ineligible in subsequent funding cycles).** To assist you, a sample evaluation is attached to this announcement.
- 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.

**Grant proposals must include the following information (brief 2- 3 pages):**

- Brief objectives, justification and outline *of the proposed enhancement*.
  - **Be sure to outline enhanced activities/opportunities for graduate students to interact with visiting scholars.**
- 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.
- E&G account number to which the funds should be transferred if awarded. (Although RUGS 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).
- Brief budget
  - Expenses (estimated honorarium, room costs, travel, etc.).
  - Specifics of cost-sharing commitment.

**Disbursement of Funds:**

Funds will be disbursed to a department account upon approval of program proposal by RUGS. (Programs will not be required to submit invoices to RUGS for payment.)

**Reporting of Graduate Student Benefits, Deadline (May 14, 2010):**

By May 14, 2010, each sponsoring unit must submit a 1-2 page report to RUGS that includes the following:

- Estimates of numbers of faculty, graduate students and others who attended.
- Documentation of graduate student evaluations of their opportunities to interact with the visiting scholars (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.

## Sample Graduate Student Evaluation

(possibly 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?