GSAS Research Workshop Program
APPLICATION GUIDELINES

Research Workshops for Graduate Students and Faculty
Funded by the Graduate School of Arts and Sciences

WHO SHOULD APPLY:
Two or more faculty members in the social sciences or humanities may apply for a grant of up to $5,000 to fund a research workshop for graduate students and faculty. The workshop should have a theme or subject focus, meet weekly or bi-weekly over the course of a year, and encourage the discussion of scholarly work in progress. The main focus of the workshop must be on the discussion of scholarly work in progress, including the work of six or more graduate student participants. One faculty member at a time may attend workshop sessions, but there must be at least two faculty members in charge of coordinating the workshop as a whole.

WHAT FUNDING WILL COVER:
Funds may be used to cover such expenses as photocopying, modest refreshments, a small salary for a graduate student responsible for coordinating workshop activities (approximately $14-15/ hr), and travel and lodging expenses for one or two outside visitors per semester. Honoraria for visiting speakers must be kept to a limit of $200.

APPLICATION DEADLINE:
March 14, 2017, for funding to begin in the fall term of 2017-18.

APPLICATION PROCEDURE:
Send a two to three-page description of the proposed research and its budget to Dean Sheila Thomas, Graduate School of Arts and Sciences, Smith Campus Center 350 (or email to: gsasacademicprograms@fas.harvard.edu). The application should include:

• The “Application Cover Sheet” (attached).
• The title of the proposed workshop, a brief explanation of its purposes, and the schedule of proposed meetings.
• The names, titles and departmental affiliations of at least two FAS faculty coordinators.
• Discussion of anticipated graduate student interest, including a list of student participants (minimum of six) and their departments, and how many of the meetings will be devoted to student presentations.
• A budget, including an explanation of each item, and the name of a Financial Administrator within the department who would be responsible for managing the workshop account.

TO RENEW A PREVIOUSLY FUNDED WORKSHOP
• To secure continued funding for an existing workshop, a reapplication must be submitted. To apply for continued funding please include a report on workshop activities of the previous funding period; include details about the presentation of research by graduate students participating in the workshop, with a full list of the year’s meetings, names and departmental affiliation of the student participants and which of the meetings were devoted to student presentations. You should also include a summary of the workshop’s expenditures for the current year and an updated budget for the upcoming year. NOTE: If the grant funds have not been fully spent by the end of the workshop period, the unspent balance will be transferred back to GSAS at year-end to be used for future distribution to workshops.

FURTHER INFORMATION
Contact GSAS Academic Programs, at gsasacademicprograms@fas.harvard.edu or 617-495-5315 to obtain more detailed information regarding research workshops and their purposes.
Please complete all of the information requested below and submit as a cover page to your proposal.

1. Name of Workshop: ________________________________

2. Type of application: □ New  □ Renewal (Please check one.)
   If renewal, previous name of workshop (if different):
   ________________________________

3. FAS Department with primary responsibility for this workshop (list one): ________________

4. Amount of Funding Requested: $___________________________

5. Proposed Schedule of Meetings (e.g. weekly, bi-weekly): ___________________________

6. Faculty Sponsors – Please list at least two faculty sponsors, indicating FAS affiliation and email address.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>FAS Department Affiliation</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Departmental Financial Contact (staff member who will manage the workshop account.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Student Organizer/s (if any)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your proposal for 2017-18 should include the following:

- Names and Departments of Graduate Student Participants (renewals should also include names and departments of 2016-17 student participants).
- Schedule of Meetings: include which meetings will have student presentations. Renewals should include the 2016-17 list of meetings and topics, and indicate which meetings had student presentations.
- 2017-18 Budget Proposal. Renewals should also include list of 2016-17 expenditures.