



February 2, 2009

Dear Colleague:

I am writing to you and other FAS faculty members in the social sciences and the humanities to remind you of an opportunity to establish research workshops that bring together graduate students, faculty members, and occasional visiting scholars to discuss shared scholarly interests and individual work in progress. Grants of up to \$5,000 a year, potentially renewable, are available under the auspices of the Graduate School of Arts and Sciences (GSAS) to fund proposals initiated by two or more faculty members.

The aim of this GSAS program is to encourage the establishment of ongoing collegial settings for graduate students who are learning to conceive and write scholarly articles, thesis prospectuses, and dissertations. The workshops also offer faculty an opportunity to share drafts of their scholarly work with others in the field. Participants may invite occasional presentations from visiting scholars whose work is of special interest.

The GSAS Research Workshops Program, which was initiated in the fall of 1993 with a grant from the Ford Foundation, is now fully supported by the Graduate School of Arts and Sciences. The research workshops have become an essential part of the Graduate School's effort to create a research-focused community, and the response from faculty and students has been extraordinary. More than 80 proposals were submitted for the 2008-09 academic year, a number that has grown steadily since the first year of the program. Two hundred -five different workshops have been supported by the program to date, many of which have been active over a number of years. A faculty committee reviews and approves applications for workshop funding. The 2009 GSAS Research Workshops Committee faculty members are Steven Caton (Anthropology) , John Stauffer (English, and African and African American Studies) and myself (Romance Languages and Literatures), as Chair. Additionally, Dean Margot Gill sits on the committee to represent the administration of the Graduate School.

Applications for workshop funding are equally welcome from sets of faculty and graduate students within a single department, and from inter-departmental groups of faculty and students. A viable research workshop focuses on a theme, approach, or subject matter broad enough to engage the interest of two or more faculty and six or more graduate students. Examples might include "Research Methods in African Studies," or "Literature and Visual Arts in the 20th Century," or "Political Economy," or "Medieval Studies," or "Transitions to Democracy." Grants for workshops can be used to cover such expenses as photocopying of written materials shared by participants, modest refreshments for group meetings, a small salary for a graduate student in charge of coordinating workshop activities, and travel and lodging for occasional outside visitors.

Please read the attached guidelines, which explain how to obtain more information about the GSAS Workshop program, and how to submit a simple two to three page application. The application deadline is March 13, 2009, for funding to begin in the fall term of 2009-10. If members of an existing workshop wish to apply for continued funding, a report on workshop activities of the previous year, including details about the presentation of research by graduate students, must be submitted along with a revised budget for the next funding period. You may also view information on the GSAS Research Workshops, including a list of current workshops, on the GSAS website, at www.gsas.harvard.edu/current_students/research_workshops.php. The attached application guidelines and cover sheet may also be accessed at this address.

Please let us hear from you if you are interested in launching a research workshop. We will be happy to help you develop an application.

Sincerely yours,

Christie McDonald
Chair, GSAS Committee on Research Workshops

APPLICATION GUIDELINES

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

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. 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 \$12 / 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. 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.

APPLICATION DATE

March 13, 2009: For funding to begin in the fall term of 2009-10.

PROCEDURE

Send a two to three page description of the proposed research and its budget to Dean Margot Gill, Graduate School of Arts and Sciences, Holyoke Center 350. 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 faculty coordinators.
- Discussion of anticipated graduate student interest, including a list of the student participants 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 Department Administrator who would be responsible for managing the workshop account.
- **To secure continued funding for an existing workshop, a reapplication must be submitted.** If applying for continued funding for an existing workshop, please include a report on workshop activities of the previous funding period. Your report should 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 2008-09 and an updated budget for 2009-10. **Please 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

Call Jamie Ersbak or Rosemary Schulze, in the GSAS Administrative Dean's Office, at 495-1814 to obtain copies of sample applications or more detailed information regarding research workshops and their purposes.

**GSAS RESEARCH WORKSHOP PROPOSAL
APPLICATION COVER SHEET
2009-2010**

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. Amount of Funding Requested: \$ _____

4. Proposed Schedule of Meetings (e.g. weekly, bi-weekly): _____

5. FAS Department with primary responsibility for this workshop (list one): _____

6. Faculty Sponsors
(Please list at least two faculty sponsors, indicating FAS affiliation, university mailing address, and email address.)

Faculty Member	FAS Department Affiliation	University Mailing Address	Email Address

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

Name	Department	University Mailing Address	Email Address

Your proposal for 2009-10 should include the following:

- Names and Departments of Graduate Student Participants (renewals should also include names and departments of 2008-09 student participants).
- Schedule of Meetings: include which meetings will have student presentations. Renewals should include the 2008-09 list of meetings and topics, and indicate which meetings had student presentations.
- 2009-10 Budget Proposal. Renewals should also include list of 2008-09 expenditures.