

Research Axis Administrative Guidelines for Leaders/Coordinators/Students

Basic Responsibilities of the Axis Leaders

The axis leaders are responsible for:

- Coordinating one or two general axis meetings per year;
- Coordinating two axis workshops per year, or more, around research themes of common interest, with international and national guests. Note: Axes are encouraged to organize joint workshops and workshops around the DL visit;
- Notifying CIRMMT's Events/Admin Coordinator of the axis meeting and workshop dates and requirements by the deadlines indicated so that publicity, travel and catering can be coordinated (see ***Axis Workshops > Deadline information*** below);
- Taking care of the visiting Distinguished Lecturer associated with your Axis as much as possible (an additional document with guidelines is available);
- Overseeing the expenses within axis budget (see below);
- Encouraging axis members to send requested information upon request of CIRMMT's administration for operational grants and Centre reporting;
- Recruiting new members to complement axis research directions;
- Fostering interdisciplinary research projects amongst members and facilitating the development of team grant applications by orienting axis working groups around themes of common interest and consulting with other axis leaders on emerging projects;
- Disseminating information to other members and students, and gathering feedback from the community back to CIRMMT administration;
- Reporting to the Executive Committee twice per year on axis research developments.

Basic Responsibilities of the Axis Student Coordinators

The axis student coordinators are responsible for:

- Acting as liaison with axis leaders and CIRMMT administration for coordination of workshops and axis meetings;
- Coordinating the writing of workshop summary documents and forwarding these to the CIRMMT Events/Admin Coordinator for posting on the website;
- Coordinating volunteers for setup/cleanup at axis meetings and workshops;
- Organisation of Student Symposium with CIRMMT administrative and financial support;
- Representing the axis on the CIRMMT Student Executive Committee;
- Counting attendance at workshops and relaying this to the CIRMMT Events/Admin Coordinator.
- Disseminating information to student members and gathering feedback from the community back to the axis leaders and CIRMMT administration.
- *improv@CIRMMT* coordination with CIRMMT financial support (\$400-\$500).
- Facebook, sharing events and helping in populating information with the event coordinator.
- Fostering interdisciplinary research developments amongst the student membership by promoting student research interests within the axis and by consulting with other axis student coordinators.

Axis Structure

Each axis has one to two research leaders from different institutions (when possible) and different departments. The leaders' primary affiliation must be with their axis, and they are selected by axis members. Axis leaders are appointed for a term of two years, renewable.

Axis leaders select up to two student coordinators on an annual basis. These students help with the organization and setup of axis meetings and workshops, and represent the axis on the Student Executive Committee.

Axis Budget

Note: The CIRMMT budget year runs May-April.

CIRMMT has allocated \$2300 to each axis per budget year for international and national (workshop) guests. In addition, \$700 is available to each axis per year for food/coffee breaks. Axis leaders and coordinators are encouraged to seek additional funding from the partner universities when possible. When possible, axes should take advantage of the visits of the DLs and guests for *live@CIRMMT*, as well as visitors to their own departments, to organize workshops but also to do so across axes in order to foster interdisciplinarity and share costs.

Important note: All expenses that use CIRMMT funds must come through the CIRMMT Director who has the final say/signature on all expenses. ***Please submit everything to the CIRMMT Senior Administrator.*** This includes:

- All expense reports, which should either be completed and then handed to the Events/Admin Coordinator, or the receipts collected and handed to the Senior Administrator to process.
- Any payment requests that will go through payroll – even though these may not require the signature of the Director, she should at least be informed of the outgoing cost by email.

Axis Workshops

Each axis must plan workshops in each CIRMMT budget year – how many depends on how much of their funds they require for each event. CIRMMT will coordinate and fund travel for national and international guests from their axis budget (see above). Axis leaders and coordinators must find volunteers to set up the food and coffee breaks and clean up after the workshop as well as dealing with any registrations. Depending on budgetary limitations, volunteers may also be needed to go to the grocery store for certain items. *An additional document on guidelines for catering volunteers is available.*

The format and theme of these workshops is up to the organizers. CIRMMT feels strongly that a significant proportion of time should be set aside for discussion, debate and brainstorming on the building of team projects and grant proposals. Workshops can take place at any time during the year when it is judged beneficial for the community.

A workshop is generally organized around the visit of the Distinguished Lecturer//*live@CIRMMT* performer chosen by the axis, whose travel is paid for on a separate budget. Additional international/national guests should be invited by the axis, when possible.

Deadline information:

- *4 weeks prior to workshops:* Forward workshop description and schedule to the CIRMMT Events/Admin Coordinator for posting on the web and call for registrations.
- *As soon as possible and/or when submitting any expense report/receipts after workshops:* Submit attendance count to CIRMMT Events/Admin Coordinator.

Axis General Meetings

Each axis should have a minimum of one general meeting per CIRMMT budget year, during which tentative dates, research themes and guests for upcoming workshops are established, particularly around the RA's

associated Distinguished Lecture. Working groups are formed around common research themes/questions, with the aim of developing team grant applications and/or collaborations (within or across the axes). It is encouraged to set research axis meetings at a convenient time for members (just before or after another well attended event – e.g. research workshop, DL, *live@CIRMMT*).

Important requirement: One of these meetings must also include the discussion and selection of the top three preferred CIRMMT Distinguished Lecturers proposals for the following year. *live@CIRMMT* proposals can also be put forward if so inclined.

- **Deadline information:** *Between October and February (the earlier the better!)*: Forward names (along with contact information) of potential Distinguished Lecturers (3, in ranked order) and *live@CIRMMT* proposals for the following year to the CIRMMT Events/Admin Coordinator.

Student funding opportunities (for students by students!)

Eligibility:

- EITHER attend a minimum of 4 out of 6 Distinguished Lectures in the 12 months prior to the application deadline,
 - OR attend a minimum of 3 out of 6 Distinguished Lectures and significantly contribute to the organization of a CIRMMT workshop along with the RA co-leaders in the 12 months prior to the application deadline
- **Student awards: February 15th**, up to \$5000 for first time applicant, no renewal, second time applicant, up to \$3000. Instalments (80%+20%) at the beginning and end of the projects.
 - **Travel support**, \$1000 international, \$500 continental, up to \$1000 per fiscal year per student. Keep all receipts including boarding pass (additional document of what to submit available from CIRMMT).
 - Round 1: **March 15th**: For travel between May 15th and September 14th.
 - Round 2: **June 15th**: For travel between September 15th and January 14th.
 - Round 3: **December 1st**: For travel between January 15th and May 14th.
 - **Inter-centre exchanges: March 1st**, up to \$2500

General information to keep in mind

McGill Access cards

Please make sure students are aware that if they change their McGill ID card, they need to come and tell us so we can update our system in order for them to be able to continue accessing CIRMMT.

Last minute events & technical help

For small events, like simple seminars or small workshops etc, that require little or no technical help we will do our best to accommodate last minute requests. However, please note that for large events, like concerts and anything that involves musicians on stage(!) etc., that require a lot of technical support, we will NOT be able to accommodate these requests. Please avoid such last minute, large event requests, especially from January 2018 on!