

Rutgers University  
Office of Research and Sponsored Programs  
3 Rutgers Plaza, ASB III  
Cook Campus  
Website: <http://orsp.rutgers.edu>

## **GUIDELINES FOR RESEARCH COLLOQUIA**

The purpose of the Research Council Colloquium Support Program is to bring to the University distinguished individuals doing new and interesting things in their fields of specialty, and to have these individuals interact with Rutgers' faculty and students. The program operates under the following guidelines:

### **ELIGIBILITY**

Directors of graduate programs and other members of the academic community are eligible and encouraged to plan colloquia and apply to the Research Council for full or partial support. Support will be limited to formal meetings at which specialists consider a focal topic.

Seminar speakers and lecturers invited to contribute to organized course offerings will not be supported.

### **AWARDS**

The Research Council may make up to three awards of \$3,000 each annually: one award in the arts and humanities, one in the social sciences, and one in the natural sciences.

### **AWARD PERIOD**

Awards, **conditional upon the availability of funds from the State**, will be announced in June, and must be used by May 1 of the following year.

### **PROCEDURE**

A request for colloquium support should be submitted on the form entitled "Application for a Research Council Grant", and should provide the following information:

- Title and description of the focus of the colloquium: the problems to be considered and the topics to be discussed, along with a statement explaining why these problems and topics are timely for consideration by the discipline and why they are relevant to the concerns of faculty and students at Rutgers. It is suggested that letters expressing the support of Graduate Directors or Deans in the disciplines involved accompany applications for interdisciplinary programs
- A tentative program for the colloquium, including plans that will enable both faculty members and students to interact with speakers.
- Provide prospective dates for the colloquium.
- A list of invited speakers from outside as well as inside the University with descriptions of their anticipated contributions to the colloquium.
- A budget for the colloquium. Be specific. Avoid such categories as "miscellaneous expenses" and "other costs".

### **POST AWARD REQUIREMENT**

Published proceedings of the colloquium should recognize support from the Rutgers University Research Council and a copy should be sent to the Office of Research and Sponsored Programs. In lieu of published proceedings, recipients of awards must provide a report at the conclusion of their colloquia detailing the activity sponsored by the award.

Questions concerning this program should be directed to Dr. David Pramer [732] 932-0150x3027 or Joan Suber [732] 932-0150x2118.