

**GUIDELINES FOR RENEWAL APPLICATIONS  
for Workshops sponsored by the Council on Advanced Studies  
in the Humanities and Social Sciences**

Dear Colleagues:

The Council on Advanced Studies funds various sorts of Workshops: some interdisciplinary, some strictly departmental; some small, some large; and so on. We have developed the present guidelines to assist you in providing the essential information that we need in order to make a decision about any Workshop proposal. The Council also welcomes information about the particular focus and special agenda of each Workshop and any additional supporting documentation about the plans for or the activities of your Workshop. All of this information will make it possible for the Council on Advanced Studies to give your application for funding very careful consideration.

In preparing your renewal application for support for a Workshop for the 2009-2010 academic year, we would appreciate receiving the following information:

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1. The **name** of the Workshop
2. A **list of the faculty directors (at least two are required)** who will be responsible for organizing and running the Workshop and a brief description of the extent of their intended involvement in the activities of the Workshop
3. A **general description** of intellectual and research aims of the Workshop (this can be one to two pages in length)
4. A **description of student participation** in the Workshop during the previous year. Specifically, we request information on:
  - a. the number of workshop meetings during the previous academic year
  - b. the number of student presentations and the nature of these presentations (min.6)
  - c. other ways that students contributed to and profited from the Workshop
  - d. a list of regular student attendees at the Workshop
  - e. in what ways has your Workshop web page contributed to your workshop's activities (advertising, on-line papers, links to other resources)
5. A **description of faculty participation** in the Workshop during the previous year. Specifically, we request information on:
  - a. the number of faculty presentations during the previous academic year both by Chicago faculty and by faculty members from other universities
  - b. other ways that faculty contributed to and profited from the Workshop

6. Information on **cooperative projects or joint sessions** with other Workshops (if such occurred)
7. Information on possible ways that your Workshop has fostered or will foster **interdisciplinary research and/or interdepartmental cooperation**
8. A **prospectus** for the coming academic year that includes:
  - a. a schedule of intended workshop meetings (at least **twice** monthly is required)
  - b. a list of intended or likely graduate-student presentations to the Workshop (at least **six** required)
  - c. a list of possible faculty presentations to the Workshop
  - d. a list of possible external visitors to the Workshop
  - e. possible changes in the intellectual focus or research agenda of the Workshop in the coming year
9. The **budget** requested for the coming year, including funds requested for:
  - a. xeroxing
  - b. travel
  - c. honoraria
  - d. entertainment
  - e. other sources of funding anticipated by your Workshop

**\* For the 2009-10, the maximum amount awarded will be \$3,000 and the limit for entertainment and refreshments will be \$1000. Student coordinators stipends are paid independently of Workshop funds.**
10. If your workshop is funded, it will be included in the **Council's Workshop Brochure** and on our **CAS webpage** for 2009-2010. Please provide the following information:
  - a. the **title** of the Workshop as you would like it to appear in the Brochure
  - b. a **brief description** (approximately **100** words) of the Workshop's interests and prospective activities
  - c. the frequency, time, and place of **Workshop meetings**
  - d. the **principal** faculty sponsors (two), e-mail addresses and phone numbers
  - e. the **student coordinator**, e-mail address and phone number (**we request that workshops choose only one student coordinator**)

Thank you for your cooperation.