

Graduate-Student-Organized Interdisciplinary Workshops – Request for Applications (RFA)

Objectives

To encourage graduate and professional students to develop connections across disciplines and explore areas of interdisciplinary research and scholarship. The Provost's office will support 3-4 proposals for graduate-student-organized interdisciplinary workshops. These workshops should be organized by committees consisting of graduate students representing at least two schools of the university and may feature talks, panel discussions, poster sessions and 1-2 external speakers.

Background

Gaining interdisciplinary experience is an important component of graduate education. As a large research university, Pitt provides a variety of opportunities for both faculty and graduate students to interact across disciplines. However, there are limited opportunities for graduate students to take a leadership role in initiating and planning these conferences.

To create such opportunities, the Provost's office is inviting graduate students to propose interdisciplinary workshops on topics that link the academic interests of students across disciplines.

Eligibility

Any Pitt graduate or professional student may apply.

Application Format

The application should consist of the following:

I. Cover Sheet, including:

- a. Workshop title
- b. Schools involved
- c. Names, graduate program names and years in program of members of the Planning Committee
- d. Total funds requested.
- e. Timeline of planning and execution of the workshop
- f. 250 word description of the topic of the workshop

II. Main Body of no more than three pages, and providing:

- a. A description (~1.5 pages) of the interdisciplinary area to be the topic of the workshop, including references to reviews, articles or conferences that describe the area and its importance.
- b. A description of the structure/agenda of the workshop (panels, talks, poster sessions etc.)
- c. Name(s) and descriptions (CV) of possible outside speakers (if requesting support for outside speakers)
- d. A budget and justification.
 - i. Expected budgetary items include: speaker travel, speaker honorarium, food, advertising costs, etc.
 - ii. Requested budget items must align with the Policy on University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses (Policy Number 05-07-01) - <http://cfo.pitt.edu/policies/documents/policy05-07-01revised.pdf>

- iii. The budget should disclose other funding that has been secured for the workshop.
- iv. Proposals requesting an excess of \$1500 should include justification.

III. Letters of support:

- a. A letter of support from a faculty member familiar with the proposal is requested.
- b. If you are anticipating needing administrative support for scheduling, arranging travel, etc., a letter from a department chair, graduate program director or associate dean is requested. If you are unable to obtain such letters, provide an explanation why this should not be a concern.

Submission Process

Complete applications should be submitted as a single pdf via e-mail to Vice Provost for Graduate Studies Nathan Urban at VPGraduate-Urban@pitt.edu. Proposals received by Wednesday, January 31, 2018 will be reviewed and notification of awards will be announced by February 9, 2018. The review process will be ongoing until the funding is depleted. Submitted proposals will be evaluated in consultation with school-level administration.

Information Session

An information session about this RFA will be held January 16, 2018 at 11:00 AM in room 114 of the O'Hara Student Center. Time will be allotted in the session for students to pitch their idea and find potential collaborators (especially outside their disciplines).