**2019-20 Application for a CAS Workshop or Study Group**

**Please read the Council on Advanced Studies program** [**overview**](http://grad.uchicago.edu/academic_career_development/cas_workshops/about_cas/) **before submitting a proposal. The Council will be reviewing every grant application closely, and no workshop or study group will have an automatic approval.**

The workshop system has undergone a comprehensive review over the previous years to seek appropriate balance across fields of study, and to ensure that the mission of the workshop program is being upheld. Workshops and study groups are charged with following award terms and aligning their group’s activities with CAS policies. Success in this endeavor is a criterion necessary for ongoing funding.

**APPLICATION INSTRUCTIONS**

1. **Type of Application -** Three kinds of applications will be accepted. New applicants are considered for study group or one quarter workshops only:

**Study group:** A study group award provides seed money that allows your group to meet regularly while 1) you gauge on-going student and faculty commitment to your particular topic; 2) you refine how it is different from existing workshops (or how it might fit into the academic vision of an existing workshop); and 3) you expand the potential base of student interest in the topic. Study groups differ from workshops in the following ways: the intent is to focus on group building and as such should involve University of Chicago student and faculty presentations and not visitor presentations; the budget can be used for refreshments and other miscellaneous expenses but not to support visiting presenters; faculty attendance and participation is highly encouraged but is not mandatory.

**One quarter workshop:** A one-quarter workshop award operates similarly to the traditional one-year workshop (see below), but its activities are concentrated in the course of one-quarter. This format was established based on feedback from busy faculty and students who wanted to engage in the intellectual work of the workshop, but not necessarily over the course of an entire academic year.

**One-year workshop:** The traditional CAS workshop format has two faculty sponsors and an expectation of 4-6 sessions per quarter, including at least two presentations by current UChicago PhD students each quarter. Budgets for one-year workshops provide funding to invite occasional outside speakers to present to the workshop, although workshops are not intended to be visitor series but opportunities for graduate students to present their work-in-progress to other graduate students and faculty.

1. **Faculty sponsors:** Workshops are required to have at least two sponsors who are full-time, in-residence faculty. Study groups are required to have at least one sponsor who is full-time, in-residence faculty. Note that individual faculty may not sponsor more than one workshop per year.
2. **Student coordinators:** Workshops and study groups are required to have one student coordinator each academic year, and the coordinator should be in the **third** year of graduate study or beyond. Students in their first year may not be coordinators. If the coordinator is in the second year, a request for exception must accompany the application and should include an explanation of why a more advanced student is not able to take on the coordinator position.
3. **Space and Time:** Finding space for classes and all other campus events is a challenge. Please list below your first and second choices for weekday and time for 2019-20 workshop meetings. If possible, please consider scheduling workshops before 9:30 am or after 4:30 pm any day or on MWF from 12:30 – 1:20 pm. Note that regularly scheduled workshops must start and end on a canonical time. Canonical periods can be found on the University Registrar’s website [here](https://registrar.uchicago.edu/faculty-staff/curriculum-management/canonical-policy/).
4. **Workshop description:** Submit answers in essay form in the requested order/format. Do not exceed the requested word count.

**NOTE – Please keep in mind language provided in your workshop description may be used by CAS for promotional materials for the Workshop system and should briefly, clearly summarize your content focus.**

**SUBMISSION INSTRUCTIONS**

* Applications must be submitted by April 12, 2019 no later than 5 p.m. Late or incomplete materials will not be reviewed.
* All applications must be compiled into a single .pdf document and emailed to [cas@uchicago.edu](mailto:cas@uchicago.edu). Your subject line should include “2019-20 Application” and your workshop name. **All proposed faculty sponsors and student coordinators listed on the application must be copied on the emailed submission to signify their approval** of the attached proposal.
* CAS will “reply all” to confirm receipt.
* Subsequent changes to applications can be made before the application deadline by submitting a new, completed application submission. Your request to **replace/update** the application must be clearly indicated in your email message and will also be confirmed by CAS with a “reply all”. We will not accept pieces or pages for substitution.
* Subsequent updates to faculty sponsors or student coordinators after the application deadline can be made as necessary, in writing, outside of the application process by emailing the request to [cas@uchicago.edu](mailto:cas@uchicago.edu) with all involved parties copied on the request. Sponsor/coordinator changes will not impact compliance with application deadline.
* We are able to assist workshops with compilation, submission, or general questions by appointment or walk in service, as time allows up to April 11, 2019 during regular office hours 8:30 a.m. to 5 p.m. Assistance will be available on a first come, first served basis.
* A complete Council on Advanced Studies application will include:
  + 2019-20 Application Form
  + Workshop Description essay
* The Council will review each 2019-20 application along with quarterly participation reports on file and overall group performance (where applicable). Award announcements are anticipated by mid to late May.

|  |  |
| --- | --- |
| **Workshop or Study Group name** |  |

**1**. **Type of Application.** Indicate which type of group you are applying for:

|  |  |
| --- | --- |
|  | Study group |
|  | One-**quarter** workshop |
|  | One-**year** workshop |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this a new group you are applying for?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes, we existed 2018-19. |  | No, we did not exist in 2018-19. | |

Other than CAS grant, how will your workshop or study group fund activities? Please list all potential funding sources such as a department, center or institute, donor, or fundraising.

**2**. **Faculty sponsors**

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |

Faculty sponsors who plan to be on leave during part of a sponsorship year must detail a leadership plan for their absence. Will your faculty sponsor(s) be on leave during 2019-20?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, please describe the leadership plan for their absence in the space below.

**3**. **Student coordinators**

|  |  |
| --- | --- |
| Coordinator Name |  |
| UCID |  |
| Email Address |  |
| Department |  |
| Year started PhD program |  |

|  |  |
| --- | --- |
| Coordinator Name |  |
| UCID |  |
| Email Address |  |
| Department |  |
| Year started PhD program |  |

**4**. **Space and Time**

If your workshop or study group existed in 2018-19, please indicate the location where your group met (e.g., Classics 110), the frequency and day of the week that you met (e.g., 1st and 3rd Wednesdays), and the time (e.g., 4:30-6:00):

|  |  |
| --- | --- |
| 2018-19 meeting location |  |
| 2018-19 workshop frequency and weekday |  |
| 2018-19meeting time |  |

Finding space for classes and all other campus events is a challenge. Please list below your first and second choices for weekday and time for 2019-20 workshop meetings. If possible, please consider scheduling workshops before 9:30 am or after 4:30 pm any day or on MWF from 12:30 – 1:20 pm. Note that regularly scheduled workshops **must start and end on a canonical time.** Canonical periods can be found on the University Registrar’s website [here](https://registrar.uchicago.edu/faculty-staff/curriculum-management/canonical-policy/).

|  |  |
| --- | --- |
| *Sample* | *Every other Friday, 8:30-10:00* |
| First choice |  |
| Second choice |  |

**5. Workshop description -** Submit answers in the requested order/format, not to exceed the requested word count.

1. Please give a short description of your workshop, including your account of what makes this workshop distinctive. NOTE—Language should be an abstract and may be used for CAS promotional materials. (250 words or less)
2. New or returning:
   1. If a new workshop, what sort of format and topics do you imagine addressing this coming year? What type of event are you especially looking forward to?
   2. If a renewing workshop, provide an account of one or two things that you would like to change in next year’s workshop to enhance the work of your group, and explain why (250 words or less).
3. Provide a two- to three-year plan for this study group or workshop: what do you hope to achieve during this time? (250 words or less). If you do not plan to continue beyond this coming year, explain why.
4. Workshops are meant to push intellectual disciplinary boundaries, at least on occasion. Imagine a workshop session held in collaboration with another workshop or workshop(s). Designate those workshops. What sort of topic(s) would you like to explore with this workshop or these other workshops? Why? (250 words or less)