**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 automatic approval.**

The workshop system has undergone a comprehensive review over the previous years and continues to seek appropriate balance across fields of study to ensure that the workshop program's mission is upheld. Recent years have brought new challenges, with the pandemic moving us to the zoom platform. The use of this new medium has also brought new contact opportunities, some of which have been incorporated as regular features even as we have generally transitioned back to in-person meetings.

Workshops and study groups are charged with following the 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 the study group 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 are highly encouraged but are 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 a single 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 should not be visitor series. The main goal of the workshops is to provide graduate students with opportunities 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 a full-time, in-residence faculty member. Faculty sponsors are expected to attend the regular workshop meetings and highly encouraged to attend the study group meetings. 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 doctoral study or beyond. Students in their first year may not be coordinators. If the coordinator is in the second year, it is imperative that a request for exception accompany the application. This request should include an explanation of why a more advanced Ph.D. student is not able to take on the coordinator position.

Students cannot coordinate more than one workshop or study group per year, and since the workshops aim for diversity, students should not coordinate the same or a different workshop or study group for more than two years.

1. **Workshop description:** Submit answers in essay form in the requested order/format. Do not exceed the requested word count.

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

**SUBMISSION INSTRUCTIONS**

* Applications must be submitted by Tuesday, April 11, 2023, no later than 5 p.m. Please note that late, incomplete, or improperly submitted materials will not be reviewed.
* All applications must be compiled into a single .pdf document and emailed to cas@uchicago.edu. Your subject line should include “2023-24 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 with all involved parties copied on the request. Sponsor/coordinator changes will not affect compliance with application deadline.
* We can assist workshops with compilation, submission, or general questions as time allows up to April 10, 2023 at 5pm. Assistance will be available on a first come, first served basis.
* A complete Council on Advanced Studies application will include:
	+ 2023-24 Application Form
	+ Workshop Description essay
* The Council will review each 2023-24 application along with quarterly participation reports on file and overall group performance (where applicable). Award announcements are anticipated by the beginning of June.

|  |  |
| --- | --- |
| **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 2022-23. |  | No, we did not exist in 2022-23. |

 |

Other than through a 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 other 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 2023-24?

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

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

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

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

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

**4. 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 from last year that you would like to change for next year’s workshop (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)