

CSWS RESEARCH INTEREST GROUPS
RIG SPONSORSHIP APPLICATION
2007-2008

(Includes \$250 sponsorship support)

To be a CSWS sponsored RIG, you must apply (or reapply) annually and have the application approved by the associate director of CSWS. Application approval is required even if the group does not need or does not use the \$250 basic RIG support funding.

1. Complete a RIG Sponsorship Application which includes:

- Statement by the RIG of its intention to be active in an academic year.
- Coordinator(s) designation (name, affiliation, address, email, telephone).
- Name of sponsoring faculty member (department, email, telephone).
- List of active RIG members (name, status (graduate student, faculty member, community member), department/address, email, telephone).
- Mission Statement
- Tentative plan of action for the year (a brief paragraph is sufficient).

2. By signing the application, the RIG coordinator agrees to:

- Submit a short article about your RIG, by the designated deadline, for each CSWS newsletter that provides basic information about RIG activities and projects. This is usually only once a year since we have so many RIGS, we are just highlighting a few in each newsletter. Our newsletter editor may also just interview the RIG coordinator.
- Participate in planning and hosting of a CSWS RIG-a-FAIR when they occur.
- Provide CSWS staff with an annual report of activities during May or June or each year.
- Assist CSWS staff in evaluating the RIG and the RIG process.
- Communicate to CSWS staff any major changes in RIG vitality (for instance, if RIG needs to go into a period of temporary inactivity) or if the RIG wishes to disband. (This communication should be with the associate director, Judith Musick.
- Keep the office coordinator informed of any changes in RIG membership (drops or adds) by email csws@uoregon.edu and to provide complete information as requested in item #1.
- Notify the CSWS office coordinator by Friday at 1:00 p.m. of any items for the weekly CSWS Events and RIG Newsletter Update. This newsletter is distributed by email weekly (if there is updated information) on Mondays. The information is also updated on the CSWS RIG update web page. This includes special events. *(Please advise if they are open to the campus, the general public or if it is a closed meeting.)*
- All RIG projects must appropriately acknowledge CSWS support.
- RIG applications for external funding must be approved by CSWS prior to submission to ORSA and the funding entity. Awards to RIGS from external entities will be administered through CSWS.

3. Applications to start a new research interest group may be submitted any time during the year. Questions related to starting a RIG should be directed to the associate director.

4. Continuing RIGS are asked to complete and submit an Application for CSWS Sponsorship at the beginning of fall term. The \$250 sponsorship funds will not be available until the application is submitted to CSWS and approved. **If you have an on-going RIG Development Grant, just submit electronically the new RIG membership list in the fall, and confirm the coordinator's name and contact information.**

5. Upon submission of this application, and approval by the associate director of CSWS, funds and in-kind services and support will be awarded.

6. The basic support grant (currently \$250) may be used for a variety of activities including, but not limited to: payments to speakers, purchase of materials and supplies, photocopying (a copier code is assigned to each RIG), mailing expenses, catering, room costs, equipment rental, etc. (See attached information sheet for notes on these items.)
 7. If you intend to bring a speaker who is a foreign national, the process should be started approximately two months in advance. Contact CSWS Accounting, at 346-2262 for assistance with these arrangements, unless another department is making the payment directly to the speaker.
 8. Funds must be used in conformity with CSWS grants management policies and are available through the end of the fiscal year only. Balances revert to CSWS and may not be carried forward to the next fiscal year.
 9. CSWS sponsorship must be renewed annually to continue as a CSWS sponsored RIG.
 10. Approved RIGS are eligible to apply for competitive RIG Development Grants up to amounts of \$2,500. To apply, call 346-5015 or e-mail csws@uoregon.edu for appropriate form or download from our website.
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Judith Musick
Associate Director, CSWS
346-5099 musick@uoregon.edu

Shirley Marc
Office Coordinator, CSWS
346-5015 csws@uoregon.edu

Peggy McConnell
Accounting Technician, CSWS (for reimbursements, questions about funds)
346-2262 peggym@uoregon.edu

Informational Notes for RIG Coordinators

Account balances If you need to know your current account balance, please contact the CSWS Accounting, Peggy McConnell: 346-2262, peggym@uoregon.edu

Catering/refreshments If your meeting or event needs catering, please consult the CSWS office coordinator regarding arrangement and how to handle charges to your RIG.

Photocopying of articles or book pages, **if such copying adheres to fair use copyright laws**, can be done by CSWS staff and distributed according to the RIG coordinator's instructions. Copies will be charged to your RIG's fund at \$.05 per page. Any off-campus postage will also be charged (see below). If you need to make copies during a meeting, please use the copier code assigned to your RIG by the CSWS accounting technician. If you are not familiar with our copier, please ask for assistance at the front desk.

Postage is also charged to each RIG. Please record your usage on the postal charge form located on the counter in the workroom near the copier. Items mailed for your RIG by the office front desk staff will also be recorded as mentioned.

Publicity assistance is also provided through the CSWS office coordinator for advertising the event (flyers created and posted and notices sent to campus venues). Please give sufficient notice before the event to the office coordinator if this service is requested. *Please advise Shirley Marc, CSWS concerning your RIG meetings and events for posting on the website and for sending email notices, on a regular basis, to our general CSWS notification list.

Reimbursement for expenses (refreshments, books, other): The coordinator must turn in the original receipt(s) to CSWS Accounting, Peggy McConnell, with a "check request for reimbursement" form. The form is available at the CSWS front desk. A reimbursement check is prepared by the UO Foundation and mailed to the coordinator. The amount is deducted from the RIG's remaining budget line.

Room rental and reservations Through the CSWS staff, (office coordinator and assistant) assistance is provided for securing rooms for meetings (Jane Grant Conference Room - 330 Hendricks and the smaller resource room in 340A Hendricks), or for special events (featured speaker) when a larger room on campus is needed (4-6 weeks notice or more is recommended). Rig coordinators may also reserve their own rooms on campus through classroom scheduling or EMU scheduling when a larger space is needed.