CSWS RESEARCH INTEREST GROUPS
RIG SPONSORSHIP APPLICATION and/or RENEWAL
2015-2016

To be a CSWS sponsored RIG, you must apply (or reapply) annually and have the application approved by the director of CSWS.

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, department, email, status (graduate student, faculty, community), and postal address (if they do not have a campus mailbox).
   - Mission Statement
   - Tentative plan of action for the year (a brief paragraph is sufficient).

2. **By signing the application, the RIG coordinator agrees to:**
   - Provide CSWS with an annual RIG report by June 1st of the academic year.
   - Assist CSWS in evaluating the RIG and the RIG process.
   - Communicate to CSWS staff major changes in RIG vitality (for instance, if your RIG needs to go into a period of temporary inactivity) or if the RIG wishes to disband.
   - 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 of any public events your RIG has so they can be added to the CSWS calendar and/or the RIG website
   - All RIG projects must appropriately acknowledge CSWS support.

3. **Applications to start a new research interest group** may be submitted any time during the year. Contact the director if you have questions related to starting a RIG.

4. **Submit re-applications for renewing an existing RIG by October 12, 2015**

5. **Upon submission of this application**, and approval by CSWS, in-kind services and support will be awarded, including photocopying.
   - CSWS will make a page on our website to highlight your RIG.
   - CSWS can photocopy articles or book pages, if such copying adheres to fair use copyright laws. Photocopying can be done by CSWS staff and distributed according to the RIG coordinator’s instructions. If you need to make copies during a meeting, please use the copier code assigned to your RIG by the CSWS accountant. If you are not familiar with our copier, please ask for assistance at the front desk.
   - Publicity assistance is 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 CSWS office coordinator concerning your RIG meetings and events for posting on the website and for email notices to our general CSWS notification list.

• Room reservations assistance is provided through the CSWS office coordinator 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. Only no-cost rooms can be reserved unless you are using RIG development or RIG support money.

6. **Approved RIGs can apply for up to $500 in support funding for RIG activities.** This money can be used to co-sponsor a speaker, support the activities of a reading group, hold a mini-retreat or symposium, or offset the costs of websites and other items related to the RIG’s activities. Applications for this funding will be accepted starting July 1, 2015. Funds will be distributed on a first-come, first-serve basis (until funding is exhausted). Applications should include a budget and one-page written proposal that provides a rationale for the funding, as well as an explanation of how the funding request helps to support and sustain the RIG’s activities. There is no specific form for this.

7. **Approved RIGs are also eligible to apply for competitive RIG Initiative Funding** to $6,000, or **Special Project Funding** to $5,000, during the spring term. See [http://csws.uoregon.edu/funding](http://csws.uoregon.edu/funding)

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