

INFORMATION REGARDING THE STUDENT OUTREACH AWARD APPLICATION PROCESS

Please read carefully!

ELIGIBILITY:

- Graduate and postdoctoral CIRMMT student members are eligible to apply. Visiting students are not eligible to apply. **N.B.** To be eligible, students must be enrolled during the full period of the award funding.
- **PLEASE NOTE that to be considered eligible for CIRMMT funding, students are expected to attend:**
 - *EITHER* a minimum of 4 out of 6 Distinguished Lectures in the 12 months prior to the application deadline,
 - *OR* a minimum of 3 out of 6 Distinguished Lectures and significantly contribute to the organization of a CIRMMT workshop along with the RA co-leaders in the 12 months prior to the application deadline.
 - Students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt, but are encouraged to attend when possible.
 - CIRMMT funding applications will include a section where students will be able to indicate which Distinguished Lectures they have attended.
 - ***Extenuating circumstances will be reviewed.***
- Research done outside of CIRMMT premises, but clearly linked to CIRMMT (e.g., done at UdeM by a CIRMMT student) is eligible.
- Students are welcome to initiate their own contact with an institution (once confirmed as appropriate by CIRMMT) or CIRMMT can suggest locations.
- All applicants are requested to ensure their CIRMMT sponsor is aware of their application to this award and to consult with them as necessary.
- Please contact us if you have queries.

AVAILABLE FUNDING:

This award would be delivered as a **stipend of \$200** to individuals, plus **travel costs up to \$100** to carry out the following:

- Awardees would be required to give a presentation at a an educational or other cultural institution, tailored to the needs of the institution, based on the awardee's current research and involvement at CIRMMT, followed by a question period. The talk must either involve a small demo, or be something more hands on for greater interaction.
- The current loan policy for taking equipment off site will apply.
- Awardees who are interested may offer additional presentations (max.3) at different locations for which they will receive an additional \$50 stipend and up to an additional \$50 for travel costs per presentation. This is conditional to availability of funds. The principle of money distribution will be based on awarding a greater number of eligible applicants.
- Awardees must complete their presentation within the fiscal year, before April 12th. After this time, funding will not be given, but another application can be made.
- Both the stipend and travel reimbursement will be processed once the presentation has been made - the awardee will need to inform the CIRMMT Administrator. Travel advances will not be issued.

APPLICATION PROCESS:

- **DEADLINE:** Applications will be accepted continuously and be reviewed on a monthly basis at the CIRMMT Executive Committee meetings. No applications will be reviewed when the Executive Committee is not in session.
- **One complete electronic copy, in a single PDF document** of the application must be submitted to the Centre's Administrative Officer (reception@cirmmt.mcgill.ca) with a **copy sent** to your supervisor, and must include:
 - A short (150 word) summary of the project including the targeted audience, a description of the interactive activities.
 - A simple lesson plan (in a table with set times, learning objectives and questions for interaction) not longer than a page. Please base your learning objectives on the Bloom Taxonomy. [For reference, use this document.](#)
 - *Applicants are reminded that their presentation must be approachable, entertaining, accessible and interactive for the target audience, as well as showing their experience of working at CIRMMT.*



Centre for Interdisciplinary Research
in Music Media and Technology

**APPLICATION FOR
STUDENT OUTREACH AWARD**

SECTION A: APPLICANT INFORMATION

Name of student applicant (Family/Given):	Email address:
Institution:	Department:
Academic status (e.g., PhD2, MA2):	McGill Student ID#:
Name of sponsoring CIRMMT Regular member:	Sponsoring member's email address:

Have you already been awarded a CIRMMT Student Outreach award in the current fiscal (1st May – 30th April)?

Yes (amount) _____
No _____

Have you complied with attendance requirements? (Disting. Lectures and/or workshop co-organization)	Yes: Please list (DD/MM/YY) the lectures you attended (to be verified) and/or workshop co-organized (additional details on a separate document if necessary):
	No: Please briefly explain why <i>and attach proof if possible</i> :
	I don't know: Your attendance will be verified

APPLICATION DETAILS

Has contact already been made with the education or cultural institution(s) to be visited?	Yes – please provide name of institution(s) plus contact name(s) and email(s): Primary location: Additional location 1: Additional location 2: Additional location 3:
	No – please let CIRMMT know if you need to be put in touch with an institution, indicating preference for educational or cultural setting. For schools, please indicate the level of the school you wish to present to and the preferred area (High School or CEGEP).

Title of presentation:

BUDGET

Stipend: indicate the stipends you wish to receive	\$200	\$50	\$50	\$50
	Primary location (max \$100)	Additional location 1 (max \$50)	Additional location 2 (max \$50)	Additional location 3 (max \$50)
If relevant, indicate type of transport to be claimed (e.g., taxi, public transport, mileage using own car) and the amount				
If relevant, indicate any additional planned costs (e.g., printing of handouts) and the amount				
Totals (stipend + additional budget)				

Overall total requested from CIRMMT:

Please confirm that you have attached the following documents by placing a check mark next to each item:	Section A: Application form
	Section B: Project summary
	Section C: Simple lesson plan



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SECTION B: Project summary

Please provide a short summary of the project (150 words)

Empty space for writing the project summary.

SECTION C: Simple lesson plan

Please include information on set times, learning objectives and questions for interaction. Learning objectives to be based on [Bloom Taxonomy](#).
If you wish to provide complementary audio and/or visual material, please **only** provide hyperlinks to online material.

Large empty space for writing the simple lesson plan.