CIRMMT Centre for Interdisciplinary Research in Music Media and Technology

INFORMATION REGARDING THE STUDENT OUTREACH AWARD APPLICATION PROCESS

ELIGIBILITY:

- Graduate and postdoctoral CIRMMT student members, including visiting students, are eligible to apply. **N.B.** To be eligible, students must be enrolled during the full period of the award funding.
- 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.

ATTENDANCE REQUIREMENTS FOR STUDENT FUNDING ELIGIBILITY:

- In order to be considered eligible for CIRMMT funding, students are expected to attend:
- Four (4) CIRMMT in-person or online activities including Distinguished Lectures, Interact@CIRMMT events, seminars, or workshops in the 12 months prior to the application. At least two (2) out of the four (4) activities must include Distinguished Lectures. One (1) in-person concert attendance can replace one (1) lecture or workshop.
- All attendance will be tracked via sign-up sheet for in-person events and via chat history of the Web platform used for online events.
- Event attendance requirements are instated to demonstrate the applicant's active involvement in CIRMMT activities. If the applicant does not meet these requirements, extenuating circumstances will be reviewed, and proof must be provided.
- Students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt from fulfilling the in-person event requirements but should try to attend as many online events as possible.

AVAILABLE FUNDING:

- This award would be delivered as a **stipend of $350** to individuals to carry out the following:
- Awardees would be required to give a presentation at 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, if interested, may offer one additional presentation at a different location for an additional stipend of **$150**.
- No additional costs will be reimbursed; the stipend must cover all expenses (e.g., travel, supplies etc.).
- 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.
- The stipend(s) will be processed once the presentation(s) has been made and a brief report has been written and sent to the CIRMMT Administrator.

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 (cirmmt.info@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

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, etc.)	**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 *and attach proof if possible*:
	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:** 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:

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

SECTION B: Project summary

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

	APPLICATION FOR
C I R / M M T Centre for Interdisciplinary Research in Music Media and Technology	**STUDENT OUTREACH AWARD**

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.