

## Research Axis Administrative Guidelines for Leaders & Student Coordinators

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## General Axis Information

### Axis Structure

Each axis has one to two research leaders from different institutions (when possible) and different departments. The leaders' primary affiliation must be with their axis. Axis leaders are appointed for a term of two years, renewable.

Axis leaders select up to two student coordinators on an annual basis. These students help with the organization and setup of axis meetings and workshops and represent the axis on the Student Executive Committee.

### Basic Responsibilities of the Axis Leaders

- Coordinate one or two general axis meetings per year;
- Coordinate at least one axis workshops per year, preferably more, around research themes of common interest, with international and national guests. **Note:** Axes are encouraged to organize joint workshops and workshops around the DL visit;
- Notify CIRMMT's Events Coordinator of the axis meeting and workshop dates and requirements by the deadlines indicated so that publicity, travel and catering can be coordinated (see **Axis Workshops > Deadline information** below);
- Collect and forward names (along with contact information) of potential **Distinguished Lecturers** (3, in ranked order) for the following year to the CIRMMT Office Administrator by early February, but the earlier the better! (see **Important Requirements & Guidelines Regarding Distinguished Lecture Nominations** below);
- Take care of the visiting Distinguished Lecturer associated with your Axis as much as possible (*an additional document with guidelines is available and is sent to RA coleaders in preparation for their associated lecture*);

- Oversee the expenses within axis budget (see below);
- Encourage axis members to send requested information by CIRMMT's administration for operational grants and Centre reporting;
- Recruit new members to complement axis research directions;
- Foster interdisciplinary research projects amongst members and facilitate the development of team grant applications by orienting axis working groups around themes of common interest and consulting with other axis leaders on emerging projects;
- Disseminate information to other members and students, as well as gather feedback from the community to be passed on to CIRMMT administration when requested;
- Report to the Executive Committee as necessary, and at the General Assembly once per year on axis research developments.

### Basic Responsibilities of the Axis Student Representative and Coordinators

- Act as liaison with axis leaders and CIRMMT administration for coordination of workshops and axis meetings;
- Coordinate volunteers for setup/cleanup at axis meetings and workshops;
- Organize Student Symposium with CIRMMT Student Representative, administrative and financial support;
- Represent the axis on the CIRMMT Student Executive Committee;
- Represent the students on the CIRMMT executive committee except on students' funding discussions (Student Representative only);
- Count attendance at workshops and relay this to the CIRMMT Events Coordinator;
- Disseminate information to student members and gather feedback from the community to be passed to the axis leaders and CIRMMT administration;
- Coordinate *improv@CIRMMT* with CIRMMT financial support;
- Help to share events and populate information on Facebook through the Events coordinator;
- Foster interdisciplinary research developments amongst the student membership by promoting student research interests within the axis and by consulting with other axis student coordinators;
- Organize, as necessary, training or social meetings based on the current student community needs and interests.

### Axis Budget

**Note: The CIRMMT budget year runs May-April.**

CIRMMT has allocated \$2000 to each axis for international and national (workshop) guests. Another \$1000 is available to each axis per year for additional guests or for food/coffee breaks. Please remember that this money is to be used for the benefit of the RA community as a whole.

Axis leaders and coordinators are encouraged to seek additional funding from the partner universities when possible. When possible, axes should take advantage of the visits of the DLs and guests for *live@CIRMMT*, as well as visitors to their own departments, to organize workshops but also to do so across axes in order to foster interdisciplinarity and share costs.

**IMPORTANT NOTE:** All expenses that use CIRMMT funds must come through the CIRMMT Director who has the final say/signature on all expenses. ***Please submit everything to the CIRMMT Office Administrator.*** This includes:

- All expense reports, which should either be completed and then handed to the Office Administrator, or the receipts collected and handed to the Office Administrator to process;
- Any payment requests that will go through payroll;
- Any requests to alter the allocation of the budget for your axis must go through the Director. Please note that budgets are allocated to different funds with different rules and not all funds allow all expenses. Changes in distribution of funds should be kept to a minimum whenever possible.

### Axis Workshops

Each axis must plan workshops in each CIRMMT budget year – how many depends on how much of their funds they require for each event. CIRMMT can coordinate and fund travel for national and international guests from the axis budget (see above). Axis leaders and coordinators must find volunteers to set up the food and coffee breaks and clean up after the

workshop as well as dealing with any registrations. Depending on budgetary limitations, volunteers may also be needed to go to the grocery store for certain items. **Please note** that it is CIRMMT's policy to ask volunteers to help out with these events and therefore CIRMMT will not pay for service fees. *An additional document on guidelines for catering volunteers is available.*

The format and theme of these workshops is up to the organizers. CIRMMT feels strongly that a significant proportion of time should be set aside for discussion, debate and brainstorming on the building of team projects and grant proposals. Workshops can take place at any time during the year when it is judged beneficial for the community.

A workshop is generally organized around the visit of the Distinguished Lecturer/*live@CIRMMT* performer chosen by the axis, whose travel is paid for on a separate budget. Additional international/national guests should be invited by the axis, when possible.

#### **Deadline information:**

- *4 weeks prior to workshops:* Forward workshop description and schedule to the CIRMMT Events Coordinator for posting on the website/social media, and call for registrations, if required.
- *As soon as possible and/or when submitting any expense report/receipts after workshops:* Submit attendance count to CIRMMT Events Coordinator.

### **Axis General Meetings**

Each axis should have a minimum of one general meeting per CIRMMT budget year, during which tentative dates, research themes and guests for upcoming workshops are established, particularly around the RA's associated Distinguished Lecture. Working groups can be formed around common research themes/questions, with the aim of developing team grant applications and/or collaborations (within or across the axes). It is encouraged to set research axis meetings at a convenient time for members (just before or after another well attended event – e.g. research workshop, DL, *live@CIRMMT*).

### **Important Requirements & Guidelines Regarding Distinguished Lecture Nominations**

*The following information is provided to help RA co-leaders in requesting this information in a more standardized format each year.*

Each RA should request Distinguished Lecture (DL) nominations from their members each year. **The top three preferred names must be sent to the CIRMMT Office Administrator by February 7<sup>th</sup> (or the following Monday if the 7<sup>th</sup> falls on a weekend).** *live@CIRMMT* proposals can also be put forward if so inclined, but in general a call for proposals will go out for this separately.

Members and students should be requested to participate in the process in the following two-step process:

1. To send their nominations (one per member), along with an email address, weblink and a one liner about the area the speaker is focused on, to the RA co-leader organizing this.
2. The nominations can be collated and, if wanted, combined with names from previous years. Once collated, members of the RA will be asked to vote on the list of nominees, either by email or via a form, for their top three choices which will then be ranked (3 points for first choice, 2 for second choice, 1 for third choice).

#### **Information Regarding Using Forms to Rank Nominations**

Forms that we suggest be used are MS Forms or Lime Survey (both of which McGill has licenses with – other institutions may have other platforms that can be used). It is preferred that Google forms **not** currently be used.

Using an online form to rank nominated lecturers can aid you by automatically tallying the votes cast and provide you with statistics.

To aid you with creating a form to rank lecturers, please feel free to use this [MS Forms template](#). You are free to copy it and update the various fields and should remember to change the RA information as well as enter in the correct lecturer names for your RA etc.

## Email Examples

Remember, always give a deadline by which members should send you their nominations!

**NB: If you require a list of past nominations, please contact CIRMMT administration (Office Administrator or Events Coordinator) and just let us know how many years back you wish us to provide you with.**

The following are examples of emails sent out in the past to help guide you – they are completely amendable!

*Email example 1 (based on a past example from R. Hasegawa): Request for nominations to be collected and collated*  
*The highlighted sections should be updated accordingly.*

Dear RA members

Our research axis can, as usual, propose a Distinguished Lecturer relevant to our focus, **Expanded Musical Practice**. We are requested to provide three names in ranked order to CIRMMT Executive Committee. Over the past several years, we've built up quite a long list of potential lecturers (**see below**).

Please email me by **January 25th** with any nominations for the **2020-21** Distinguished Lecture. No more than one nomination per person, please. Re-nominations of candidates from the list below are welcome, but we can also, of course, accept new names. The Distinguished Lecture series is meant to bring "researchers and artists of international renown in the disciplines covered by CIRMMT" to speak about their work to a non-specialist audience.

Once we have a new list of nominations on **January 25th**, I'll circulate it to everyone and we can cast votes **by email/form** (deadline to be **February 6th**). We will use a ranked system and ask everyone for a ranked list of their top three choices.

We would also like to take this opportunity to request any suggestions for workshops associated with these lecturers. If you have any ideas, please send them to me by email.

If you have any recommendations or concerns about this plan, please send me an email!

*Email example 2 (based on a past example from C. Traube): Request for nominations to be ranked*  
*The highlighted sections should be updated accordingly.*

Dear RA members

This message will be short.  
Your response is very **important** to us.

We **need your vote** for the nominations of the **2020-21** CIRMMT Distinguished Lecture co-organized with RA3 (**Cognition, perception and movement**).

Please take a couple of minutes of your time (**today!**) to fill in this **online form** with your vote: [provide form link here](#).

Although you have to provide your name in the form, your vote will be kept confidential and only the totals will be reported to the axis and Exec committee with the final results. We will tally the results with first-ranked candidates receiving 3 points, second-ranked candidates receiving 2 points, and third-ranked receiving 1 point.

We thank you for your important and valued participation!

# Funding Opportunities

## Student Funding Opportunities

Eligibility update with regards to attendance:

- *During COVID-19 period:*
  - EITHER 4 attendances to CIRMMT in-person and online activities including Distinguished Lectures, Interact@CIRMMT, live@CIRMMT, or other online seminars/workshops in the 12 months prior to the application;
  - OR 3 attendances and significantly contribute to the organization of a CIRMMT event along with the RA co-leaders in the 12 months prior to the application;
  - Attendance will be tracked via sign-up sheets for in-person events, and the chat of the online meeting platform used (e.g. Zoom, MS Teams etc.).
  - All students must fulfil the online event attendance requirements. However, students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt from fulfilling the in-person event requirements.
  - CIRMMT funding applications will include a section where students will be able to indicate which events they have attended.
  - **Extenuating circumstances will be reviewed - proof must be provided.**
- *During regular season:*
  - EITHER attend a minimum of 4 out of 6 Distinguished Lectures in the 12 months prior to the application deadline,
  - OR attend 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
  - **NOTE:** In both situations above, **ONE** Distinguished Lecture can be replaced by attending a *live@CIRMMT* concert *OR* one Interact@CIRMMT session.
  - 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 - proof must be provided.**

## Special COVID-19 Funding Opportunities

- **Online Conference Awards:** (temporary form during COVID-19 situation): As a result of the current climate and travel restrictions, CIRMMT is temporarily **not** offering our regular travel award. At this time, we are only offering awards to cover fees related to online conferences. The [online MS Form](#) can be filled out at any time and amounts requested will be reviewed on an individual basis. As things evolve with the COVID-19 situation, we will update our support information accordingly. Fees that can be covered by this award include the conference fees for online participation and professional membership fees to the conference body if this helps reduce your registration fees.
- **Student COVID-19 Funding:** This award temporarily replaces the Student Outreach funding which is suspended during the COVID-19 situation. This award will be delivered as a **stipend of \$500 to students**, all costs to be included in the stipend, for awardees to
  - a) conduct a research or creative project specifically associated to the COVID-19 context; or
  - b) develop technological tools needed for online dissemination of CIRMMT projects in the COVID-19 context;
  - or
  - c) create educational material that will serve dissemination in the context of COVID-19.Applications will be accepted continuously and be reviewed on a monthly basis at the CIRMMT Executive Committee meetings. These dates can be viewed online.
- **Agile Seed COVID-19 Funding:** This award will continue to be delivered in amounts of **\$1500 maximum** per project. However, for round 2 of 2020-21, with a **deadline of September 7<sup>th</sup> 2020**, applicants will be asked to focus on research in the COVID-19 context, primarily to:

- a) conduct a research or creative project specifically associated to the COVID-19 context; or
- b) develop technological tools needed for online dissemination of CIRMMT projects in the COVID-19 context;  
or
- c) create educational material that will serve dissemination in the context of COVID-19.

### Regular Funding opportunities that are continuing:

- **Student awards: February 1<sup>st</sup>**, up to \$5000 for first time applicant, no renewal, second time applicant, up to \$3000. Instalments (80%+20%) at the beginning and end of the projects, following mandatory presentations at the student symposium.

### Regular Student Funding Opportunities *(Temporarily suspended until covid-19 situation allows for free travel again):*

- **Travel support:** \$1000 international, \$750 OR \$500 continental (depending on destination), up to \$1000 per fiscal year per student. Keep all receipts including boarding passes (additional document of what to submit available from CIRMMT).
  - a) **Round 1: March 15th:** For travel between May 15th and September 14th.
  - b) **Round 2: June 15th:** For travel between September 15th and January 14th.
  - c) **Round 3: December 1st:** For travel between January 15th and May 14th.
  - **Student should be reminded that their papers do not have to be accepted in order to submit an application for travel funding!**
- **Inter-centre exchanges: March 1<sup>st</sup>**, up to \$2500.
- **Student Outreach:** This award will be delivered as a **stipend of \$350 to individuals**, all costs to be included in the stipend, for awardees to deliver a presentation at an educational or other cultural institution. Awardees, if interested, may offer one additional presentation at a different location for an **additional stipend of \$150**.
  - Applications will be accepted continuously and be reviewed on a monthly basis at the CIRMMT Executive Committee meetings. These dates can be viewed online.

### Member Funding Opportunity *(Round 2 for 2020 will be replaced with the item noted above)*

**Agile Seed Funding: April 5<sup>th</sup> & September 5<sup>th</sup>**, up to \$1500 per project.

This has been created with the aim of fostering the exploration of new and innovative topics amongst members across the Centre's four research axes, and to allow them quick and agile access to some funds. Priority will be given to interdisciplinary, inter-institutional collaborative research projects. The Principal Investigator must be a Regular member.

### General information to keep in mind

#### McGill Access cards

Please make sure students are aware that if they change their McGill ID card, they need to come and tell us so we can update our system in order for them to be able to continue accessing CIRMMT.

#### Last minute events & technical help

For small events, like simple seminars or small workshops etc., that require little or no technical help we will do our best to accommodate last minute requests. However, please note that for large events, like concerts and anything that involves musicians on stage(!) etc., that require a lot of technical support, we will NOT be able to accommodate these requests.

**Please avoid such last minute, large event requests!**