C I R Centre for Interdisciplinary Research
M M T in Music Media and Technology

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 should ideally 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 Distinguished Lecture (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*);
- Collect and forward names (along with contact information) of potential **Distinguished Lecturers** (3, in ranked order) for the following year to the CIRMMT Research Centre Administrator by early February, but the earlier the better! (see *Important Requirements & Guidelines Regarding Distinguished Lecture Nominations*);

- 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 **Axis Budget**);
- 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 Co-Representatives 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 colloquia and COBS with CIRMMT Student Co-Representatives, 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 Co-Representatives 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/Instagram 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
CIRMMT has allocated **$2,500** to each axis for international and national (workshop) guests and food/coffee breaks. The funds can be used as you wish **with no specific budget allocation to travel or food**. However, you will have to spend this money within the confines of the rules of the funds. The main concern will most likely be alcohol. 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 electronically to the CIRMMT Research Centre Administrator.*** This includes:
- All expense reports, which should either be completed and copied to the Research Centre Administrator, or the receipts collected and handed to the Research Centre Administrator to process;
- Any payment requests that will need to go through finance or HR;
- Any requests for travel/accommodation, which can often be booked directly with McGill to avoid guests being out-of-pocket.

IMPORTANT FISCAL YEAR END DEADLINES: **The CIRMMT budgetary year runs May 1-April 30,** in line with McGill's fiscal year. However, for expenses to fall into the correct fiscal year, the following fiscal year end deadlines must be respected (and may vary slightly year on year, so please feel free to check with us!):

- **Expense reports** must be submitted to CIRMMT's Research Centre Administrator by **April 4th** (or the following Monday morning if this date falls on a weekend).
- Goods ordered via **Purchase Order** must be received by **April 30th.**
- Orders placed via the **McGill credit card (PCard)** must be completed by **April 15th.**

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 can 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/presentations, 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 to five preferred names must be sent to the CIRMMT Office Administrator no later than November 10th (or the following Monday if the 10th falls on a weekend).** *live*@CIRMMT proposals **will be requested in a separate call.**

Please remember that the Distinguished Lectures have been created as a way to bring expert views, typically of senior researchers to present an overview of their careers and not only their most recent results. This is the reason these lectures are filmed and kept for posterity, leading to a CIRMMT Video Encyclopedia of Science and Technology of Music.

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).
   a. We suggest that you keep the list of suggested names sent to members to a maximum of up to 10, removing names that have received low or no votes in the past.

Information Regarding Using Forms to Rank Nominations

Forms that we suggest be used are MS Forms (McGill has a license for this – other institutions may have other platforms that can be used). It is preferred that Google forms **not** currently be used by McGill staff.

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!**
➢ **Include the following information in your email and/or the form:**

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NB: If you require a list of past nominations, please contact CIRMMT administration (Research Centre 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-five names in ranked order to CIRMMT Executive Committee.

Please email me by **November 1st** with any nominations for the 2025-26 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 has been created as a way to bring expert views, typically of senior researchers to present an overview of their careers and not only their most recent results. This is the reason these lectures are filmed and kept for posterity, leading to a CIRMMT Video Encyclopedia of Science and Technology of Music.

Once we have a new list of nominations on November 1st, I'll circulate it to everyone and we can cast votes by email/form (deadline to be November 10th). 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.

Dear RA<mark>X</mark> members

We are contacting you regarding the <mark>2025-2026</mark> series of Distinguished Lectures.
We would like to have your input to determine the next scholars we could invite. The Distinguished Lecture series has been created as a way to bring expert views, typically of senior researchers to present an overview of their careers and not only their most recent results. This is the reason these lectures are filmed and kept for posterity, leading to a CIRMMT Video Encyclopedia of Science and Technology of Music.

Please take a couple of minutes to **fill in this form**: form link here!
It includes names of scholars that have been suggested over the years by members of the **Cognition, perception and movement** (RA3) research axis.

In the form, **you can select 3 names**, and also use the last field of the form, to suggest other names that are not included in the list.
In all cases, it would be important to tell us *why* you wish to invite a particular scholar. Please also mention ideas for activities such as workshops and seminars, in relation with the potential distinguished lecture.

The participation to this poll of **CIRMMT students** is particularly important.

The full list of past Distinguished Lectures is available through the following links : CIRMMT visualisation site / CIRMMT YouTube channel
We particularly recommend the visualisation tool to easily identity the topics related to RA3.

Do not hesitate to contact us if you have any questions.
And thank you so much for responding to this poll as soon as possible, and not later than <mark>Friday November 15th, 5 pm</mark>.

Funding Opportunities

Student Funding Opportunities
Eligibility update with regards to attendance:
- In order 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.
    - **NOTE**: In both situations above, **ONE** Distinguished Lecture can be replaced by attending a *live@*CIRMMT concert.
- All attendance will be tracked via sign-up sheet for in-person 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 are encouraged to attend when possible.

CIRMMT Funding Opportunities
For all details, please visit the website: https://www.cirmmt.org/en/funding
- **Student awards**: **February 1st,** 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 COBS student symposium.

- **Travel support**: **$1200 international, $900 OR $600 continental** (depending on destination), up to $1200 per fiscal year per student. Keep all receipts and proofs of purchase, including boarding passes (additional document of what to submit available from CIRMMT). Submit flight comparison costs for travel arriving the day before and leaving the day after the actual conference if longer stays required.
    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 <u>not</u> have to be accepted in order to submit an application for travel funding!**

- **Online Conference Awards:** As a result of the pandemic, CIRMMT will continue to offer this award alongside its Travel Support. The ***online MS Form*** can be filled out at any time and amounts requested will be reviewed on an individual basis. 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 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**.
    o Applications will be accepted continuously and be reviewed on a monthly basis at the CIRMMT Executive Committee meetings. These dates can be viewed online.

- **ResonatorTube Contributor funding**: With this award, students are invited to conceive and help produce entertaining and educational videos, to be shared on a dedicated YouTube channel. Applicants will be supported by the ResonatorTube team and need not have any particular experience with audio or video production. Funding for leading individual videos ("student contributors"): **$350 per video**, for a total of 4 videos per year, with the deadline for the initial application to be submitted by **October 1st**. Additional funds will be provided to the ResonatorTube team for general expenses, to be spent at the discretion of the student representatives.

- **Inter-centre exchanges:** **March 1st**, up to $2,500 per month, with a maximum award of $5,000 per applicant in support for travel, lodging and living expenses.

Member Funding Opportunity

Agile Seed Funding: April 5th & October 5th, up to $5000 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 or Post-Doctoral student.

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!**