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 two axis workshops per year, or 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 before February, but the earlier the better!
- Take care of the visiting Distinguished Lecturer associated with your Axis as much as possible (**an additional document with guidelines is available**);
- Oversee the expenses within axis budget (see below);
- Encourage axis members to send requested information upon request of CIRMMT’s administration for operational grants and Centre reporting;
  - **FYI,** CIRMMT is applying to the FRQ for the renewal of its operating funds for the next six years (2020-2026). The process started in July and the internal deadline is October 30th, two weeks before the final deadline. Please be proactive and encourage all members to respond diligently to CIRMMT administration’s requests through this important process.
- 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 twice 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;

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• 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 improvis@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.

Axis Budget

Note: The CIRMMT budget year runs May-April.

For the year 2019-2020, 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.

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Deadline information:
- 4 weeks prior to workshops: Forward workshop description and schedule to the CIRMMT Events Coordinator for posting on the web and call for registrations.
- 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 are 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 REQUIREMENT REGARDING DISTINGUISHED LECTURE RECOMMENDATIONS: One of these meetings must also include the discussion and selection of the top three preferred CIRMMT Distinguished Lecturers proposals for the following year. live@CIRMMT proposals can also be put forward if so inclined, but in general a call for proposals will go out for this as well.
  - Deadline information: Between October and February (the earlier the better!): Forward names (along with contact information) of potential Distinguished Lecturers (3, in ranked order) for the following year to the CIRMMT Office Administrator.

Funding Opportunities
Student Funding Opportunities
Eligibility:
- 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.

- 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 student symposium.

- 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).
  - Round 1: March 15th: For travel between May 15th and September 14th.
  - Round 2: June 15th: For travel between September 15th and January 14th.
  - 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 1st, 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**

**Agile Seed Funding**: April 5th & October 15th, 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, especially until the reopening of the MMR!*