Vivien Srivastava Women in Science Research-Mentor Workshop for Graduate Students and Post-doctoral Fellows Application

**Eligibility:** Women graduate students supervised by a tenure-stream faculty member appointed within the Faculty of Science (UBC Vancouver) and
Women post-doctoral fellows appointed within the Faculty of Science (UBC Vancouver).

**Deadline:**  **By December 2, 2019,** submit your completed application form electronically to Kate Blackburn [blackburn@science.ubc.ca], Dean’s office, UBC Science.

# Applicants (Workshop Organizers)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | E-mail Address | Graduate students | Post-doctoral fellows |
| MSc? | PhD? | Graduate Program | Post-doc? | Department |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Add rows as needed]

# Collaborating unit

|  |  |
| --- | --- |
| Department/Institute |  |
| Seminar Series |  |
| Seminar Host |  |
| Graduate Program |  |

# Workshop – to be held by June 30, 2020

|  |  |
| --- | --- |
| Speaker (name, job title, affiliation) |  |
| Theme |  |
| Rationale  |  |
| Venue  |  |
| Date  |  |

[Expand text box as needed]

# Target Participants (Workshop Audience)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field of research, department/unit, or across Science? | Expected group size | Master’s students? | PhD students? | Post-docs? |
|  |  |  |  |  |

# Cost Estimate

|  |  |  |
| --- | --- | --- |
| Refreshments (specify) |  | $ |
| Speaker’s travel expenses  |  | $ |
| Other expected costs (specify) |  | $ |
| Total |  | **$** |

# Advertising and Registration

Describe strategy of how you will reach out to your target community, and strategy for registration process.

|  |
| --- |
|  |

[Expand text box as needed]

# Signatures

I confirm that the invitation of a woman speaker at our unit’s research seminar will be coordinated with the authors of this proposal, our unit will pay at least half the speaker’s expenses (transportation, accommodation, meals). Payments/reimbursements will be coordinated with the Dean’s office.\*

|  |
| --- |
| **Research Seminar Host’s signature:** **Date:**  |

We confirm that we have read and accepted the conditions listed below (see *Important Notes*):

|  |
| --- |
| **Applicants’ signatures:** **Date:**  |

# IMPORTANT NOTES

**Workshop** **theme** will be coordinated/discussed with your guest speaker and tailored to your own and your peers’ needs and experiences, complementing or adding value to what’s already available at UBC – to avoid duplications check out these links: events for [grad students](https://www.grad.ubc.ca/about-us/events), for [post-docs](https://www.postdocs.ubc.ca/professional-development-events). Workshop should be min. 1.5 hours and max. 4 hours.

**Group size:** Typically ranges around, but is not limited to, 30-50 participants.

**Venue:** The workshop must be held on the UBC Vancouver campus.

**Eligible costs:** Light lunch or snacks/refreshments at $25 max. per workshop participant, and up to half of the speaker’s travel expenses – with a total funding of max. $1,500 for one workshop proposal.

Token of appreciation for speakers may be considered; the value of gifts must be below $100 per speaker; cash gifts (including gift cards) and gifts of alcohol are *not* eligible for reimbursement.

For catering, on-campus food services AMS’s *The* *Nest* is the preferred vendor.

\*For reimbursement of speaker’s travel expenses (transportation, accommodation and meals), original, itemized and dated receipts must be submitted.

**Review the workshop guidelines for further details and requirements – posted at:**
https://science.ubc.ca/faculty/diversity/srivastava/workshops

**This initiative is sponsored in memory of Dr. Vivien M. Srivastava – first woman to receive a PhD in Zoology at UBC.**

**Learn more about the Vivien M. Srivastava Memorial Endowment Fund and our women-in-science initiatives at**

https://science.ubc.ca/faculty/diversity/srivastava