

Srivastava Career-planning Event for Women-in-Science Graduate Students and Post-doctoral Fellows
 Application

**Eligibility:** • Postdoctoral fellows (PDF), who are employed full-time within the Faculty of Science (UBCV).
• Graduate students (GS) who are enrolled in a [Science graduate program](https://science.ubc.ca/grad) or supervised by a
 faculty member with primary appoint­ment in the Faculty of Science (UBC Vancouver).

**Submission:**  Submit your completed and signed application form electronically to Science Initiatives [initiatives@science.ubc.ca], Dean’s office, UBC Science. In subject line note:
“Srivastava Career-planning Event - Application [event keyword, your department]”.

*Do not remove any part on this form.*

# Applicants (Workshop Organizers): A minimum of two applicants required including at least one woman/woman-identifying PDF or GS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | UBC E-mail Address | Department/ Program | Master’sstudent? | PhDstudent? | Post-doc? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

[Add rows as needed]

#  SINGLE EVENT or WORKSHOP SERIES [check one]

|  |
| --- |
| Rationale |
|  |

[Text box will expand with typing]

## Themes, Speakers/Guest Mentors and Dates: A proposed series must be held within 1 academic year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Theme | Speaker | Backup1) | Venue2)  | Time | Date  |
|  |  | (name, job title, affiliation) |  |  | (Month) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

1)Considering a speaker backup recommended. 2) Indicate venue if on campus, or video conferencing platform (e.g., Zoom) if online.

# TARGET PARTICIPANTS (# = estimated number of participants per category)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicate field(s) of research or department(s) of your target audience, or if across Science | Master’s students? | PhD students? | Post-docs? | Other?  | Expected total |
|  | [yes/no, #] | [yes/no, #] | [yes/no, #] | [specify, #] | [#] |
|  |  |  |  |  |  |

# ESTIMATE OF TOTAL COST (if applying for a workshop series, itemize costs by workshop)

|  |  |  |
| --- | --- | --- |
| Refreshments/light lunch for on-campus event: [specify] |  | $ |
| Other expected costs 1: [specify] |  | $ |
| Other expected costs 2: [specify] |  | $ |
| Other expected costs 3: [specify] |  | $ |

[Add rows as needed]

|  |  |
| --- | --- |
| Total  | **$** |

## Co-sponsors: indicate if other funding has been applied for and/or granted for this event

|  |  |  |
| --- | --- | --- |
| Funding source/program | **Funding applied for [$]** | **Funding granted [$]** |
|  |  |  |

[Add rows as needed]

# ADVERTISING and REGISTRATION

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

|  |
| --- |
|   |

[Text box will expand with typing]

# SIGNATURES

We confirm that we have read and accepted the conditions listed below:

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

# IMPORTANT NOTES AND REQUIREMENTS (\*) FOR PROPOSAL

**\*Mini-workshop series: 1.5-2 hours/workshop**

**\*Single event: 1.5-4 hours**

**Speakers/workshop facilitators:** Panel invitees should have diverse representation.

**\*Topics** will be tailored to your own and your women/women-identifying 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).

**\*Participants:** While hosts can invite peers and colleagues of all genders across UBC Science, priority must be given to women/women-identifying graduate students’ and post-docs’ participation (exceptions may apply for co-sponsored events). **Group size:** A minimum of 20 is expected.

**\*Venue:** The event(s) must be held on the UBC Vancouver campus, or online.

**Funding/eligible expenses**

* Maximum funding of eligible costs is limited to $1,500 for a single-event proposal or per workshop in a series proposal. Co-sponsoring opportunities are welcome.
* Eligible expenses include light lunch or snacks/refreshments (for on-campus events), technical support (if not freely available through UBC), and honoraria. Tokens of appreciation (non-cash gifts) must be below $100 in value per speaker (note: gift cards (considered cash gifts) and gifts of alcohol will not be reimbursed).

# Requirements (\*) and Recommendations for Approved Proposals

**Advertising and Registration**

* Create event website, which must be free of commercial ads. Recommended: Website of your academic unit (department, institute) or UBC Blogs, which is available to UBC students, faculty and staff at no cost and ad free. Log in with your CWL credentials at: <https://blogs.ubc.ca>.
* Recommended for registration process: Set up registration page through event management site such as Event­Brite (much more straightforward than e.g., Google Forms, for managing waitlist, reminders, etc.), at no cost. Ask registrants if they require accessibility-related measures (e.g., sign language interpretation, captioning, accessible parking, specific dietary requirements, or any other accessibility-related measure or information).
* **\***Provide event-site link and an advertising blurb (event announcement) to Science Initiatives [initiatives@science.ubc.ca] (Dean’s office) about four weeks prior to the event (include title of your proposal). The Dean’s office will help spread the event announcement across UBC Science as applicable.
* For on-campus events: With event being free of charge, last-minute drop-outs are fairly common. Please do not underestimate this problem! To *reduce number of no-shows:* create a waitlist (if applicable) and request re­gis­trants to let the organizers know immediately if they can’t attend and give another peer the chance to participate. Send e-reminders to registrants (e.g., four, two and one week ahead of event).

**At on-campus event**

* Name tags recommended (helpful for networking with peers and speakers during the event).
* If your event includes a panel discussion, mix of guided discussion (workshop organizers prepare questions) and open discussion (questions from workshop participants) recommended.
* Slide and/or handout listing speaker names/bios recommended.

**At online event (videoconferencing)**

* Zoom is available to all UBC employees including paid graduate students (RA, TA) and post-docs. Resources:
Zoom videoconferencing (UBC): <https://it.ubc.ca/services/teaching-learning-tools/zoom-video-conferencing>
Zoom Student Guide: <https://lthub.ubc.ca/guides/zoom-student-guide/>

**Catering (for on-campus event)**

* Preferred vendor: AMS The Nest (<https://www.nestcatering.com/catering/>)
* Consider dietary restrictions when ordering/purchasing food (see Registration above).
* For reducing food and packaging waste, order platters, bulk fruit etc. (rather than boxed lunches) and bulk bev­er­ages (e.g., coffee, hot and cold water) recommended. Registrants may want to bring own mugs.

**Reimbursements and payment of invoices and honoraria**

* **\***Get in touch with Science Initiatives [initiatives@science.ubc.ca] to coordinate and initiate payments or reimbursements. Make sure to indicate event title and VM Srivastava funding (include the original email confirming the VMS funding for your event). Forward catering invoice and other itemized and dated receipts (as applicable) in pdf format immediately after the event; include an itemized list of expenses and confirmation of who at UBC is to receive the reimbursement (or speaker honorarium if applicable): individual (include employee ID) or department. Retain originals in case required at a later date.
For external (non-UBC) speakers receiving an honorarium: provide name, address, email, telephone number and SIN (if preferred, SIN can be left on confidential voicemail in the Dean’s office: 604-822-3336).

**Report including recommendations for future events
\**Within one month after the event, provide a report (1-2 pages)*** to the Fund’s oversight committee, send as pdf or Word document to Science Initiatives [initiatives@science.ubc.ca] including:

* **\***Workshop theme(s), session(s)/agenda and speaker(s) (name, job title/affiliation)
* **\***Date and venue
* **\***Numbers of registrants and attendees, respectively
* **\***Demographics of participants: field of research [life sciences, physical/earth sciences, math/computing sciences, interdisciplinary sciences], GS program or department, current position [MSc, PhD student, PDF, other(specify)]. Ideally, you will estimate representation of women/women-identifying participants through direct observation at the event. Note: you *must not* request registrants to self-identify in any designated equity group (including gender) linked to their name.
* **\***Participant feedback: summary of what worked well and what could be done differently next time, and suggestions for future workshops.**1)**
**\***At online event: ask for open-ended feedback and collect via Chat box before end of Zoom session.
* **\***Your own (i.e. event hosts’) reflections and recommendations.
* Screen capture of your event site/ad

**1)** Recommended for collecting participants’ feedback: Conduct an *anonymous* mini-survey including questions about relevance and presentation of topics, effectiveness of event for their own career, satisfaction with venue and catering (if applicable); ask for open comments on what worked well (best) for the participants, and what could be done differently in the future; collect suggestions for topics of future career-planning, practical-skills, mentoring, or networking events. Also ask their field of research/department, position [Master’s, PhD student, Post-doctoral fellow, other], year in program, gender [woman, man, non-binary, not disclosed], and if they identify as a person of colour aka member of a racialized or visible-minority group [yes, no, not disclosed].

**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>