

Guidelines for Proposing a UCIS Cluster

Please submit the report as an electronic document to: Jeanne Statt, Biology Department, jstatt@mail.rochester.edu

In the header of each page, type the name of your proposed cluster, the name(s) of the proposed chairpersons, and the page number.

I. State your proposed cluster's general mission(s) and the community(s) it serves:
(Please limit this section to 100 words.)

II. Summarize your proposed cluster's activities for the upcoming fiscal year:
(Please limit this section to two double-spaced typed pages.)

List activities and briefly describe their purpose and content.

Include information about participants (Departments, Colleges, Centers, etc) and estimated participant numbers in attendance at events. Make a note of research, curriculum, and outreach activities.

Highlight potential collaborations that might be fostered from collegial interactions initiated or promoted by your proposed cluster activities.

III. Present a proposed budget:

In table format, please present an itemized list of expenses (does not have to be overly detailed).

In paragraph format, provide an overall summary of your proposed budget. Please use less than 300 words. It is likely that no cluster will receive more than \$4500 for each of the next two years. Please justify how you would spend these funds. In addition, it is likely that new clusters will be initially funded for one year. Note that UCIS funds should not be spent on cash awards, trophies, or other incentives, nor should UCIS funds be used to supplement normal departmental or center activities. Please consider the criteria described at the bottom of this page.

Describe potential efforts to obtain other sources of funding, for example, cost sharing with other clusters, departments, etc to fun events or activities.

IV. Proposed events for subsequent fiscal year:

In less than 200 words, describe your cluster's plans for the next two years. Note that we try to fund clusters for two years so that activities can be scheduled in the fall.

V. Free response section: (Please try to limit this section to less than one typed page.)

Here you may add anything you think might help the steering committee better assess your cluster. You may also use this section to make suggestions and comments about UCIS.

VI. Some guidelines for successful UCIS clusters:

UCIS cluster programs must be interdisciplinary. Cluster members must represent multiple departments and at least two schools. Activity reports should demonstrate that the programs are truly interdisciplinary. Co-chairs from distinct departments or centers, and diverse steering committees are encouraged.

UCIS funds are not meant to supplement normal departmental activities such as seminar programs, speaker series, or graduate student activities. UCIS funds should be viewed as seed money for creative initiatives that aim to generate interdisciplinary centers of excellence on campus.

Individual clusters should endeavor to advertise their own missions and activities in order to attract new participants from the broader University community. UCIS should be acknowledged at cluster events.

Clusters should aim to develop programs with both research and curricular value to undergraduate and graduate students.

Upon receipt, the UCIS steering committee will carefully review proposals at the Annual meeting, typically held in late summer.