

IAS Research and Creative Collaboratives
Administrative Information
Updated 12 September 2016

Welcome to the Institute for Advanced Study! This page is your short introduction to how collaboratives function at the IAS. You will receive more detailed guidelines and policies. This information is available on the IAS website in the “Research and Creative Collaboratives” area.

Collaborative activities. Members of the collaborative set the agenda for what you will do over the year. Activities have included regular discussion groups or work meetings of the collaborative, with or without invited guests; public events such as speaker presentations, workshops, performances, symposia, and conferences organized by the collaborative; and work on shared research topics. The IAS supports your activities, and we hope that you will support the IAS by your contributions and participation in the Institute’s intellectual community.

Budget. Your collaborative was awarded the amount stated in the letter from Jennifer Gunn sent via email on March 17, 2016. You were given the accounting string for your collaborative in an email from Susannah Smith on July 14, 2016. It is the responsibility of the convener to keep track of expenditures on your account. For detailed instructions, please go to <http://ias.umn.edu/programs/collaboratives/information/> and click on “Managing your Budget.” All expenditures must be allowable within University guidelines.

Alcohol. The IAS cannot pay for alcohol purchase by collaboratives, such as wine for receptions or hospitality dinners for visitors. Alcohol purchases must be paid either by members of the collaborative, or through cosponsorships by departments that have more generously funded foundation accounts than the IAS, which has very limited foundation funds.

Speaker honoraria. You may pay honoraria to visitors, whether for public presentations or private meetings and workshops with your collaborative. University of Minnesota faculty may not receive honoraria; there may be limits on honoraria for University staff. Work with Karen Kinoshita (626-5028, karenk@umn.edu) in advance of the event to set these up.

Paying people for any other work. If you plan to pay anyone for any kind of work, please discuss this with Susannah Smith (624-2921, sjsmith@umn.edu) **in advance** of the work. Examples include hiring a student on an ad-hoc basis to develop a web page, paying for tech support for a performance, or working with a designer on publicity materials. Do not assume that we can easily take care of payment after the fact.

Out-of-town visitors. Work with Karen on travel and housing arrangements for out-of-town visitors. Please allow enough time to make arrangements, and remember that the earlier tickets can be booked, the less it is likely to cost your collaborative.

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Planning meetings. Work with Christina Collins (626-5054, ccollins@umn.edu) if you would like to schedule meetings in Northrop, and to order catering (if needed). Surdyk's is the only caterer allowed for public events in Northrop. Note that catering orders must be submitted one week in advance: plan ahead!

Planning events. Work with Brianna Menning (624-6148, menning@umn.edu) if your collaborative wishes to have public events. It is possible that we might be able to schedule your event in the IAS Thursdays series; given the need for diversity in discipline and subject matter, each collaborative will be limited to one Thursday presentation per year. We strongly suggest that if you are planning a symposium or conference in the spring to schedule it in March, not April or May, when you are less likely to get a good audience. Please note that events should not be scheduled for Thursday afternoons, as these conflict with the IAS Thursdays series.

Event support. The IAS offers scores of public events each semester, so you are in good hands as long as we have sufficient lead time to make the event work. Event support can include ordering catering, making flyers, help with publicity, and tech set up. For more details on event planning, see instructions at <http://ias.umn.edu/programs/collaboratives/information/>; click on "Planning Meetings and Events."

IAS Website. Each collaborative has a web page on the IAS site, linked from the main collaborative page. Please check your collaborative's page and let Aaron Victorin-Vangerud (victo045@umn.edu) know about additions and changes. Your collaborative's events will be posted here; you can also post readings and links as your collaborative needs. Please contact Aaron with questions.

IAS Staff

Jennifer Gunn • Director
626-5149 • gunnx005@umn.edu

Christina Collins • Principal Office and
Admin Specialist
626-5054 • ccollins@umn.edu

Karen Kinoshita • Executive Office and
Admin Specialist
626-5028 • karenk@umn.edu

Brianna Menning • Program and
Communications Manager
624-6148 • menning@umn.edu

Phyllis Messenger • Grants Consultant
625-8606 • pmessenger@umn.edu

Pat Nunnally • River Life Program
Coordinator
625-7225 • pdn@umn.edu

Joanne Richardson • River Life Digital
Information Strategist
625-8131 • holr0002@umn.edu

Susannah Smith • Managing Director
624-2921 • s smith@umn.edu

Aaron Victorin-Vangerud • Digital Media
Specialist
624-3237 • victo045@umn.edu