

**IAS Research and Creative Collaboratives**  
**Administrative Information**  
Updated 10 June 2020

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, found under the “Programs” tab.

**Collaboratives at the IAS.** Your work is an important part of what the IAS does, so we expect you to communicate with us regularly about your plans and activities. The IAS supports your work, and we trust that you will support the IAS by your contributions to and participation in the Institute’s intellectual community. We also expect you to credit the IAS at your public events and on any materials you publish or distribute.

**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 offers significant professional staff support for your activities; the different individuals who can help in each area are listed here.

**Communications and marketing.** The IAS wants to know what your collaborative is doing, so that we can support you and communicate your good work to the rest of the world (through social media postings, flyers, etc.). Abby Travis (624-3237, [altravis@umn.edu](mailto:altravis@umn.edu)) will be in touch regularly to see what you are up to; please contact her directly if you have something to share.

**Planning events.** Work with Brianna Menning (624-6148, [menning@umn.edu](mailto: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.

**Out-of-town visitors.** Work with Karen Kinoshita (626-5028, [karenk@umn.edu](mailto:karenk@umn.edu)) 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.

**Planning meetings.** Work with Karen Kinoshita (626-5028, [karenk@umn.edu](mailto:karenk@umn.edu)) if you would like to schedule meetings in Northrop. Karen will also help you with any catering needs. Please note that Surdyk’s is the only caterer allowed for public events in Northrop. Surdyk’s requires catering orders two week in advance: plan ahead!

**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](mailto:karenk@umn.edu)) in advance of the event to ensure speedy payment.

**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, [ssmith@umn.edu](mailto:ssmith@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.

**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 event planning details, go to [ias.umn.edu/programs/collaboratives/information](https://ias.umn.edu/programs/collaboratives/information) and click on “Planning Meetings and Events.”

**Please note that we need advance notice of at least 4 weeks for any public event.**

**IAS Website.** Collaboratives are represented on the website; please work with Abby Travis (624-3237, [altravis@umn.edu](mailto:altravis@umn.edu)) if you would like to make any changes to your collaborative’s listing or would like a more robust web presence.

**Budget.** If you are a renewing collaborative, the funds for the next fiscal year will be transferred to your current accounting chart string after July 1. If you are a new collaborative, you will be assigned an accounting chart string, which Susannah Smith will send you after July 1. Funds remain at the IAS and you will work with IAS staff on all expenditures. It is the responsibility of the convener to keep track of expenditures on your account. Detailed instructions, are at “Managing your Budget” at [ias.umn.edu/programs/collaboratives/information](https://ias.umn.edu/programs/collaboratives/information). All expenditures must be allowable within University guidelines. 2020-21 collaboratives have access to their funds through December 31, 2021.

**Reimbursements.** If you incur any expenses for your collaborative, you can request reimbursement through the Chrome River system. This is University policy and we cannot make exceptions. For instructions on how to charge expenses to your collaborative account and details on reimbursable expenses, particularly those involving meals, go to [ias.umn.edu/programs/collaboratives/information](https://ias.umn.edu/programs/collaboratives/information) and click on “Reimbursements.”

**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.

**Grant support.** Juliet Burba (625-8606, [jburba@umn.edu](mailto:jburba@umn.edu)) can work with you to seek outside funding for your collaborative’s activities.

### IAS Staff

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### **Main office**

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**All phone numbers are in area code 612**