

LMS-CMI Research Schools

for Research Students and Early Career Researchers

Notes for Organisers

The principal aim of the programme is to provide training for young researchers in core areas of mathematics. Students and post-docs can meet a number of leading experts in the topic as well as other young researchers working in related areas.

LMS-CMI Research Schools builds and enhances the long series of short courses previously supported jointly by the LMS and the EPSRC. With CMI- funding of up to £25,000 for each school the new series aims at the highest international standing of these research schools allowing for support of both international lecturers and participants.

The main criteria for funding are the topicality and the mathematical significance of the course material, the general alignment with the mission of the LMS and the CMI, the likely demand for places both nationally and internationally, and the standing of the proposed lecturers in the international mathematical community.

We welcome proposals which have academic validity but vary from this template, either in style or number of attendees. Research schools may be organised by one or more Research School organisers.

When a proposal has been approved a representative of the CMI will join the local organising committee, in particular to take part in the selection of participants. Where there is competition for places, and subject to funding and other practical constraints, participants will be selected on merit only. For US tax-law reasons, some payments will be made directly to the individuals by the CMI.

1. Research school Structure

A typical Research School should:

- Have material accessible to first-year students and benefit all research students
- Have a broad topic to attract at least 30 graduate students: Places may be offered to graduate students, postdoctoral assistants, as well as mathematicians working in industry.
 - Run over five working days
 - Run three intensive lecture courses:
 - 1 hour per day for each lecture course.
 - At least 1 lecturer (and normally more) should be from an institution(s) other than the host institution; international participation is encouraged
 - Reading lists, model solutions and printed notes are optional but have been requested by students on past courses

○ Previous events have also offered successful panel Q&A sessions for the students with the lecturers.

- Offer (at least) one guest lecture by an eminent speaker
- Have a maximum of 18 hours of lectures
- Have daily tutorial sessions:
- Run by 1 postdoctoral assistant per lecture course.
- May include exercise sheets
- Discuss problems and questions from the lectures
- Offer a social event:
- Either a dinner
- Or an afternoon excursion

The LMS and the Clay Mathematics Institute would be keen to publish high quality lecture notes that may be produced for the research school or after the lectures have been delivered.

2. Outline-Proposals

Research School outline-proposals will be sent to expert referees and considered by the LMS Research Meetings Committee and the Scientific Advisory Board of the Clay Mathematics Institute. The main selection criteria will be the quality of the research school and demand for the research school.

Outline-proposals should be submitted normally not less than 12 months before the proposed research school date and should discuss:

- The general mathematical area of the proposed Research School and its importance.
- The aims of the Research School, its appropriateness to the Research School programme and the likely level of demand for the Research School.
- The names and affiliations of the lecturers, titles of their courses and brief syllabuses.
- The provision for tutorial support.

It is understood that some material might require a different structure than that outlined in section 1; proposals that do not follow this model rigidly, will be considered.

Outline-proposals should be no more than two A4 sides in length.

Before submitting:

Organisers are welcome to discuss informally their ideas with the Chair of the Research Meetings Committee (RMC.Chair@lms.ac.uk)

3. Finance

The LMS-CMI Research Schools are funded partially by both the LMS and CMI and up to £31,000 of funding is available for each Research School. Note that administrative costs incurred by the LMS and the CMI which will be met separately.

Once an outline proposal has been approved a detailed proposal including a budget will need to be prepared by the organiser and agreed with the LMS and CMI. The model budget below is intended as guideline; there is flexibility between the budget lines.

Expenditure

Item	Average Unit price	Quantity	Amount
<i>Honoraria:</i>			
Main Lecturers	£1000	3	£ 3,000
Organiser(s)	£1000	1	£ 1,000
Guest speakers	£ 100	2	£ 200
Post Doctoral Tutorial Support (1 tutor per lecture course)	£ 500	3	£ 1,500
			£ 5,700
<i>Travel and Subsistence - Lecturers:</i>			
Accommodation and Meals	£900	3	£ 2,700
Travel Expenses	£600	3	£ 1,800
Guest speakers	£200	2	£ 400
			£ 4,900
<i>Travel and Subsistence – Students/Early Career Researchers:</i>			
Accommodation and Meals	£400	40	£16,000
Long distance travel			£ 9,000
			£25,000
<i>Other costs:</i>			
Excursion and conference dinner			£2,000
			£2,000
		Grand Total	£37,600

Income

Category	Registration Fee	Average	Amount
PhD student	£150	30	£ 4,500
Early career researchers	£250	10	£ 2,500
			£ 7,000

It may be appropriate to have a variable charge for participants in each category. A higher charge may be appropriate where participants have access to funds; where this is not the case, it may be appropriate to lower or wave the fee. It is expected that participants from industry pay fully for their accommodation and subsistence as well as a registration fee of at least £250.

Research School organisers are encouraged to seek funding from other sources to contribute to the cost of the research school. The LMS should be notified of any additional funding, including the amount and the purpose of the additional award, so that the sponsor may be acknowledged in the publicity of the research school.

An additional honorarium to lecturers may be payable by CMI when a publishable manuscript of their lectures has been received.

4. Practical Information

Once a detailed research school proposal and budget has been approved by the LMS and the CMI, the LMS Administrative Officer will liaise with the research school organiser to discuss the precise practicalities of finance and administration. The CMI will also nominate a representative to be added to the organising committee of the Research School (no honorarium will be due).

The **organiser** and his/her institution are responsible for:

- planning and organising the research school
- communicating with the speakers
- making local arrangements including accommodation
- working with the LMS to prepare posters for publicity
- publicising the research school as widely as possible in the UK and overseas
- setting up a research school website, providing information on the research school, the application procedure, programme, accommodation etc
- assessing applications for places with the CMI representative and informing the LMS of decisions within one week of the application deadline
- submitting invoices from the institution for accommodation, meals, room hire etc within two months of the research school end date
- producing the final report for the research school.

Reports should include:

- specific aims of the research school and the extent to which these were achieved
- a copy of the programme including lectures and other academic activities
- a list of participants with their affiliation
- results of a participant questionnaire – see below

The report must be submitted within two months of the research school end date. Please note the Organiser's honorarium will not be paid until the report has been received.

The **LMS** will:

- work with the organiser to prepare posters and publicity
- publicise the research school as widely as possible
- set up online application forms
- send applications for places to the organiser to assess
- send out offer letters to candidates
- register candidates
- collect fees
- send a final list of participants 10 days prior to the start of the research school
- set up an online questionnaire and email participants with a link to the questionnaire
- send the organisers a summary of the questionnaire results two weeks after the research school end date
- prepare the final financial statement with the CMI.

5. Timetable

The following proforma timetable may be helpful:

X – 15-12 months

Outline proposals received

X – 12 -10 months

RMC of the LMS considers outline proposal and identifies referees.

X -10-8 months

Referees' reports considered by RMC of the LMS and the Scientific Advisory Board of the CMI.

Research school approved by RMC and CMI in principle

Discussion of detailed proposal and financial arrangements

LMS sends organiser official offer letter

Research school Organiser makes local arrangements.

X – 10-6 months

LMS liaises with Research school Organiser re poster and publicity

LMS and Organiser publicise Research school as widely as possible

Research school Organiser sets up research school website

LMS sets up online application form

LMS opens application form

X – 6 weeks

Application deadline for participants on the research school

LMS collates responses and sends them to Research School Organiser and CMI representative

X – 5 weeks

Research school Organiser sends LMS and CMI list of accepted participants

LMS sends offer letters and payment forms to participants

LMS registers participants and collects fees

X – 2 weeks

Payment deadline

LMS chases outstanding payments

LMS sends Research school Organiser and CMI final list of participants

X – 1 week

LMS sends Research school Organiser Expenses forms to distribute to speakers/tutors

CMI sends reimbursement forms to CMI supported lecturers

LMS sets up online feedback survey

LMS notifies Research school Organisers and CMI of any last minute changes to list of participants

X

Research school happens!

X + 1 week

LMS sends online survey link to participants

Research school Organiser sends/ensures expense forms and invoices are sent to LMS

X + 2 weeks

Online survey closes

LMS sends results to Research school Organiser

X + 2 months

LMS receives and pays all invoices

Research school Organiser sends LMS and CMI final report and expense form

Once final report received, LMS pays honorarium to Research school Organiser

Queries regarding these Notes for Research School Organisers should be directed to research.schools@lms.ac.uk