Call for Study Group Proposals

Deadline: January 31, 2016

The Minda de Gunzburg Center for European Studies (CES) is an interdisciplinary institution in the social sciences devoted to the research and study of modern Europe. CES embodies the collective work of faculty, graduate and undergraduate students, visiting scholars and affiliates from across disciplines such as history, government, economics, sociology, and anthropology. The Center’s resources support and facilitate grants for student and faculty research, student internships, visiting scholars, and a number of programmatic activities, including Study Groups.

CES Study Groups aim to bring together faculty, students, visiting scholars and other members of the academic community in a multidisciplinary and creative scholarly exchange of research and discussion on social science topics relative to contemporary Europe. Functioning as self-directed lecture series in accordance with the Center’s established rules and procedures, Study Groups set their own lectures, exchange of working papers, and/or collaborative research efforts and are open to the public.

CES provides Study Groups with financial and some administrative support and helps integrate their activities with those sponsored directly by the Center.

Framework and Requirements

A Study Group (SG) may be initiated and co-chaired by 2-5 faculty, graduate students or affiliates of Harvard or nearby universities that share similar research interests and academic objectives. It is highly recommended that Study Groups incorporate the participation of students, either as coordinators or co-chairs. The focus or topic of the Study Group should speak to the mission and principle disciplines of CES, and may seek to explore history and culture, economics, politics, international relations, diplomacy, and security as a means to understand Europe’s past as well as changing societies and challenges. Within these areas, we welcome proposals for Study Groups not only of the traditional sort in which outside speakers are invited to present work in progress on a particular theme, but also proposals for study groups that are conceived of as ongoing "research labs" in which affiliates use the vehicle of the study group to initiate a particularly promising joint research project and use regular meetings to present its progress.

Together co-chairs plan topics for discussions, invite guest speakers, liaise with CES staff on scheduling and oversee the event proceedings. Study Groups must meet regularly throughout the academic year and sponsor at least 2 talks per semester.

CES will accept up to 8 Study Group proposals. Each will be granted a term of 3 years and will receive a budget of $4,000 annually. These funds may be used to cover the following costs:

- Airfare, travel and accommodations and other travel-related expenses for visitors
- Refreshments/food costs related to events
- Graduate student administrative assistance
Study Groups must comply with Harvard’s rules governing travel, reimbursement, and other financial procedures and are responsible for tracking expenses and working with CES staff to ensure accuracy of expenditures and reporting. CES staff will be responsible for the financial administration of the Study Groups, and will provide periodic financial updates.

Study Groups may, should they so choose, supplement their budget by seeking additional funding with the knowledge and consent of CES. At the end of the 3-year term, should the chairs wish that the Study Group be considered for renewal, a new proposal will be required.

In addition to the annual budget, CES will provide Study Groups space for events as well as administrative support for room reservations, assistance with visitors’ travel arrangements, and publicity on the Center’s website and in weekly event email announcements.

**Deliverables**

Study Groups will be required to:

- Organize at least 2 events per semester during the 2016-17, 2017-18, and 2018-19 academic years.
- Provide a CES Brief (500 words) for 2 events per semester that captures the key points of the discussion.
- Provide 2 Event Highlights (300 words) per academic year noting the successes of the Study Group, which will be featured in the annual *CES In Review* publication. Event Highlights will be due to the Center’s Communications Manager by June 1st of each year.

**Proposal Requirements**

All proposals must be submitted by **January 31, 2016** using the online form available at this link [https://fluidsurveys.com/s/ces_study_group_proposals/](https://fluidsurveys.com/s/ces_study_group_proposals/). All proposals should include the following items:

1) A brief description/statement of purpose (150 words max) of the proposed Study Group.

2) A statement (500 words max) of the issue to which the Group will be devoted, explaining how the proposed Study Group will address the aims of CES.

3) Names, contact information and short bios of the proposed Study Group Co-Chairs.

4) A list of possible events and/or speakers you may invite for the upcoming year.

5) Information on any external sources of supplemental funding (if any).

Current Study Group leaders applying for renewal are also asked to list two highlights of events organized in the past year.

All proposals will be reviewed by the CES Steering Committee, and applicants will be notified of decisions by the end of March 2016. Questions regarding this call for proposals may be addressed to CES Program Coordinator Roumiana Theunissen at rtheunissen@fas.harvard.edu.