



## TIPS ON HOW TO FILL IN THE ONLINE PROPOSAL

### Reminder

**The Scientific programme:** this should be original and ambitious and should be spread out throughout the semester, as far as the calendar enables this. It should be planned in collaboration with the local project holder and organized with any other organizers of your choice (from Marseille and from anywhere you wish). Please consider an appropriate demographic balance in the choice of speakers, participants, committee members (gender, experience, geographical spread etc.).

### The Financial support:

Traditional sponsors include:

- AMU for the position and salary of the Chair
- CIRM for a subsidy of up to 40 participants/week in the Conference AND in the Research School + full cover of up to two Research in Pairs events.
- The City (Ville de Marseille) in support of the 'Programme of Invitations'
- LabEx CARMIN and ARCHIMEDE which can subsidize some participants in the large events, as well as some guests in the Programme of Invitations, and can also be associated with the support of smaller workshops such as Groups.

Remember that some events are not subsidized, e.g. the workshops called "Groups". Funds must therefore be found elsewhere. These may include local Aix-Marseille *departmental* (I2M, FRUMAM or ARCHIMEDE) funding; national CNRS-GDR funding; NSF funding for America-based researchers; ERC grants from some associated organizers, and other external funding from abroad and from other agencies.

**The Organization of the semester:** the team at CIRM is available onsite and online to give information and support before, during and after the semester. However, it must be remembered that, as a scientific operation, this semester remains the responsibility of both the Chair and Local project holder (+ the teams of associated organizers). All must be completely involved from the start in tasks that include looking for additional funding, identifying and contacting tentative speakers and participants, putting together a scientific programme with several descriptions that can be advertized online, drawing up schedules, collecting abstracts, deciding on their final lists of participants and speakers, attributing subsidies and forwarding any other information that will enable CIRM to communicate professionally on all events and advertise towards other international centres, both in France and abroad.

## Help with the online proposal

The online application form is in English. It can be filled in gradually and saved by either or both researchers involved and should reach CIRM by the absolute deadline - or even before to ensure no 'last minute' technical hitch and stress.

### General title of the proposed research project

Make sure to communicate with the local partner on the chosen title and on the email addresses provided the very first time you fill in the form. This will ensure that you may both access the form. Press 'Save and Exit' to be able to save and modify until the deadline.

### Main themes

Please type in some of the main themes and areas that you intend to touch on during the programme. If you can, provide the MSC codes.

### Identification of the Visiting Jean Morlet Chair holder

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### Identification of the Local project holder associated with the project

As this proposal is reviewed by the international scientific committee at CIRM, as well as by the Directors of the local mathematics departments and federation - and possibly by other experts in the chosen field - it is important to complete all sections (in English) and to include detailed information re. the proposers.

Complete the details requested, then please add for each person:

- An updated Curriculum Vitae/ Resume: pdf file
- An updated list of publications: pdf file

*Note that you can replace any uploaded document by uploading a new one.*

*Note that all uploaded documents must carry a different name.*

*Note that files should have short names and weigh 5Mo maximum each.*

## PROPOSAL SUMMARY

Please upload a general summary giving enough information for the members of the Scientific Committee to understand what your semester plans to cover. This summary should of course be consistent with the oral presentation that will take place in front of the committee, and consistent with the final project carried out at CIRM if the proposal is selected.

## SCIENTIFIC PROGRAMME

*NB : the scientific programme is built around the usual type of activities taking place at CIRM (i.e. conferences, research schools, groups and research in pairs). It is also understood that the 4 "compulsoty" events shall take place at the centre at CIRM on the Luminy Campus, as the idea is to make full use of our excellent residential facilities (\*).*

(\*) *As the position of Visiting Professor is granted for 6 months, the Chair may want to take part in other events organized outside the framework of the Chair, either in association with local mathematics departments or with other groups or centres. PhD advising or masterclasses are other possibilities. Although CIRM actively encourages this type of collaborations, note that it cannot unfortunately subsidize this type of events within the Jean-Morlet Chair funding offer.*

## **Large events: Conference & Research school**

- Duration: 5 days (arrival on Sunday evening, ending on Fridays)
- Participants: up to 100 participants can be seated in the auditorium. The local restaurant will be able to take up to 140 people by 2018 and over 120 people will have access to accommodation onsite. The Research School should put the emphasis on the invitation of young researchers. Please consider an appropriate demographic balance in the choice of participants (gender, experience, geographical spread etc.)
- Dates: Please suggest 3 different weeks for each event. The Scientific Committee will try its best to pick one of your weeks and the Events Coordinator will contact you to confirm the chosen week. Please indicate the dates on the detailed description you upload for each event.
- Scientific and organizing committees: enter the names and affiliations of other potential organizers as well as of a scientific committee that can vouch for the importance and quality of the proposed event. Please consider an appropriate demographic balance in the choice of members (gender, experience, geographical spread etc.)
- Speakers: please enter the names of potential speakers. Please consider an appropriate demographic balance in the choice of speakers (gender, experience, geographical spread etc.)
- Funding: up to 40 non-local participants can be fully supported by CIRM in terms of residential costs (accommodation and meals) but not travel. For the remaining participants, external funds must be found (this funding should of course be arranged with the Local project leader who may have access to departmental or project funds). Applications should be prepared early on in order to obtain university, departmental and other types of funding, including applying to national ANR, GDR (CNRS), Labex ARCHIMEDE, as well as to European or other international grant providers, such as ERC, EMS, NSF, Clay, Simons funds (please identify potential and definite sponsors in your application if you can).

Useful information to help you plan your budget: Note that the average cost of one participant's full board and stay at CIRM is €500 per week. For local participants – who are non residents - each meal taken at CIRM costs around 16€, which they can pay themselves or which can be paid through your additional event's budget. CIRM does not charge any registration fee for events but teams of organizers can organize this themselves if they wish.

- Online description: we ask you to upload a detailed scientific description of each event, putting the title of the proposed event at the top and three potential weeks chosen by you. Just above the detailed description, please include a short but catchy summary that CIRM may use on the Jean-Morlet Chair website, as well as on other communication material.

## Medium-sized events: Group I & Group II (optional)

- Duration: 5 days (arrival on Sunday evening, ending on Fridays)
  - Participants: until the end of 2018, we recommend that you limit yourselves to between 15-20 participants max. Note that CIRM cannot offer an individual bedroom to each participant, as groups run alongside other larger conferences and schools where accommodation is also needed. One way to offer single accommodation to your participants is to assign some funding from the "Programme of invitations" and subsidize outside lodging through a day stipend (€90) refunded against their receipt.
  - Dates: Please suggest 3 different weeks or months during the intended semester, especially if you would like a Group event to precede or follow a larger event (this enables participants from far away to get the most out of their visit). Note, however, that the weeks assigned to Groups are finalized with the events coordinator only after CIRM has filled up its calendar with all large events.
  - Scientific and organizing committees: enter the names and affiliations of other potential organizers as well as of a scientific committee that can vouch for the importance and quality of the proposed event. Please consider an appropriate demographic balance in the choice of members (gender, experience, geographical spread etc.)
  - Speakers: please enter the names of potential speakers. Please consider an appropriate demographic balance in the choice of speakers (gender, experience, geographical spread etc.)
- Funding: external funds are necessary to be able to organize at least 1 and maybe 2 Groups. You may also use the 'Programme of Invitations' (€20,000) to cover some costs, but CIRM expects teams to actively look for additional funding, including from abroad, since the Chair is an international programme.
- Useful information to help you plan your budget: Note that the average cost of one participant's full board and stay at CIRM is €500 per week. For local participants – who are non residents - each meal taken at CIRM costs around 16€, which they can pay themselves or which can be paid through your additional event's budget. CIRM does not charge any registration fee for events but teams of organizers can organize this themselves if they wish.
- Online description: we ask you to upload a detailed scientific description of each event, putting the title of the proposed event at the top and three potential weeks chosen by you. Just above the detailed description, please include a short but catchy summary that CIRM may use on the Jean-Morlet Chair website, as well as on other communication material.

## Small-sized events: Research in Pairs I and Research in Pairs II (optional)

- Duration: 1, 2 and up to 3 weeks (or between 7 and 21 days in total)
- Participants: 2 to 4 participants including the Chair or the Local project holder, or both.
- Aim: The idea is to work on a project (such as putting the final touches to an article, discussing a paper, writing chapters of a book etc., starting a new collaborative project etc.).
- Dates: Propose 3 sets of possible dates (at the top of your description file). It is usually easier for CIRM to accommodate these small-sized events, although you should note that dates will need to be finalized early to ensure that studio accommodation is indeed available!

- Funding: CIRM provides full subsidy for residential costs (accommodation in studios and meals at the restaurant Monday to Friday for non-local guests. At week-ends, the Research in pairs participants can cook in their studios. The chair and local project holder pay for their own meals at the reduced rate. If a participant is a local mathematician, meals can be charged to the "Programme of Invitations" at the normal rate (around €15 a meal). Up to two Research in pairs events can be covered by CIRM funding. Additional Research in pairs meetings can of course be organized and can be covered by the "Programme of invitations".
- Note that you may want to refund travel to Research in pairs participants. This can be done out of the "Programme of invitations" grant.
- Note that the "Programme of Invitations" is not meant to be used as funding for restaurants and/or other outings since meals can be offered onsite during the week and facilities are provided in studios for week-end cooking. However, if there is a particular reason for a meal out, please discuss with us.
- Online description: Please describe the various Research in pairs meetings you intend to organize in sufficient details for the rapporteurs to get relevant information about the work intended. It can also be useful for the scientific committee to have access to the CVs of the chosen guests (websites).

## PROGRAMME OF INVITATIONS

Alongside the substantial residential subsidy offered by CIRM for the majority of participants in the planned events (40 places for the Conference and 40 places for the Research School > board and lodging paid), CIRM also wishes to support invitations of guest researchers you really want to invite during your semester. We hope that this special support of €20,000/semester can be maintained in the coming years, but candidates need to be aware that it is subject to funds being made available in each yearly budget. CIRM has pledged to have, in any case, at least €10,000 available for each semester. Please check with the International Officer 12 months before the start of your semester.

This special funding is intended for the invitation of international researchers (professors, researchers, post-doctoral researchers, doctoral students etc.) who would really add to or benefit from the proposed programme of activities during that semester. The recipients are chosen by the Chair / Local project leader. The guests may be entitled to a 'Full' invitation for the whole duration of their visit (this may include accommodation, meals and/or travel costs between home and Marseille – you decide!). The invitations, which can be of varied lengths too, may be repeated.

Accommodation can be reserved onsite at CIRM (early booking is essential) or can be privately arranged outside CIRM, at a hotel or other type of accommodation that can deliver an invoice. €90 per day maximum (for accommodation & meals) can be refunded for outside accommodation. Please note that CIRM cannot pay upfront nor can it refund anyone else but the people who used the accommodation and paid for it themselves. Please do not pay upfront for guests, as we will not be able to refund you. Note that original receipts will have to be produced by the guests to claim any refund. Finally, please note that this programme of invitations is not meant for the Chair or local project holder to travel away or pay for external conference fees, accommodation etc.

**Further information:** Ms Céline Montibeller, International Officer & Jean-Morlet Chair Coordinator [celine.montibeller@cirm-math.fr](mailto:celine.montibeller@cirm-math.fr)