

INFORMATION AND POLICIES FOR PROGRAM COORDINATORS

NOTE: The most recent version of this and other documents are always available on our reference page for program coordinators:

<http://www.kitp.ucsb.edu/visitors/info/coordinators/miniprograms.php>.

This URL is not made public, so you should bookmark it now.

Program Budget

We have internally allocated funds sufficient for the needs of your mini program along the lines described in the following sections. These funds provide participants help with local living expenses and, in some cases, with travel expenses. In allocating these funds, you should work closely with the KITP Administrative Coordinator, Willie Dawson, who will help you keep records of commitments and advise you about projected expenses. It is possible to track your applicants and commitments through a special "Coordinators' Web Site," which will be explained in subsequent communications. If you have questions about policy issues, you may also contact the Deputy Director, Martin Einhorn, (meinhorn@kitp.ucsb.edu, 805-893-6309).

Some funding agencies have special grants that can be used to supplement the budgets for workshops or conferences. For example, various European agencies have provided substantial support for international collaborations and conferences, and, under certain circumstances, NASA, NIH, or the Departments of Energy or Defense have cooperated with us in sponsoring an activity. We have also occasionally been assisted by companies such as IBM or Raytheon and by private foundations such as the Burroughs-Wellcome Fund and the Clay Mathematics Institute. Please contact me or the Deputy Director if you know of such possibilities relevant to your program.

Length of Visits

Because we view the Institute as a place to do substantial research, major emphasis is placed on long-term visitors. We strongly encourage program participants to be in residence as long as possible, ideally for the full term of the program. Shorter stays should be given relatively low priority. Visits of less than 3 work-weeks are strongly discouraged except for observers or experimenters. KITP has a tradition of including at least one experimenter every week to interact with the long-term participants, and occasionally an experimenter is willing to come for an extended stay.

Number of Participants

The Institute currently has office space for approximately 23 participants (including the organizers) per program in residence at any one time. This assumes that each participant shares the office with one other visitor. You will have to plan your program accordingly. It may be possible to have more people in your program at certain times, especially if you are planning to run part of it in a kind of topical conference mode, but you should check with us before planning to do so. We generally have many more applicants for participation in our various activities than we can possibly accommodate. Thus, it is essential that we verify that space is available before extending invitations, even to people who require no financial support.

Advertising and Contacting Potential Participants

The Institute advertises its programs by sending posters to all PhD granting institutions in the United States, as well as to national laboratories, industrial laboratories and research centers abroad. In these advertisements, physicists are invited to apply to participate in the programs. However, it is essential to go beyond this general announcement. You will need to bring your program to the attention of scientists who may have a particular interest in these activities, generally through an e-mailing of your own. The Deputy Director and Administrative Coordinator will assist you in the process. To avoid misunderstandings, we would like to work with you in developing the precise wording of any mailing and web site that you choose to send or develop. Mailings can be sent from the Institute if you prefer. Please contact us for details when you are ready to begin issuing invitations.

We also encourage you to use our evolving web facilities. We wish to set up, as soon as possible, a program home page on the KITP server, where you can advertise the intent of the program and link to our online application page. You may find it helpful to look at the corresponding pages for current programs. Please send the Deputy Director a short description of your program for posting.

The KITP strongly encourages the participation of women and minorities in its programs. To this end we would like you to choose one of the coordinators to take special responsibility for ensuring diversity. Please email the Deputy Director the name of the organizer who will be handling this. I would also like to point out that we will be expecting a written report of these efforts and results before issuing the bulk of your invitations.

I strongly urge you to contact personally, at the earliest possible date, those individuals you feel should be key participants in your programs. If people inquire about visiting KITP, you can refer them to the "visit info" tab on our web site. Please note that **graduate students may not apply** unless they will complete their PhDs previous to the start of the program. (However, see the section below about Affiliates, for which they are eligible.)

Per Diem

For most visitors we provide reimbursement toward local expenses at a per diem rate depending on the availability of lodging and seasonal factors.* Generally, KITP strongly encourages visits of three work-weeks or longer. In biological physics programs, we will in some cases allow a greater number of two-week visitors. In the cases of experimentalists or seminar speakers, a visit of one week or less is acceptable. People coming for less than three weeks can be reimbursed at a higher daily rate, the amount of which is seasonal up to a maximum set by GSA regulations. All of these expenses are charged to the program budget.

* IRS and University regulations require that reimbursements for meals not exceed \$50/day and that lodging and all other expenses beyond \$50/day be documented by original receipts.

Travel Reimbursements

Our travel budget is very limited. We ask visitors if at all possible, to supply travel costs from their own resources. However, if that is impossible, the invitee can explain briefly why and apply for travel support using a short web-based application form.

Invitations and Financial Commitments

Formal invitations and financial commitments are made in writing by the Director only, upon the advice of the program coordinators. Commitments should not be made by the coordinators prior to the letter sent by the Director. In the past, misunderstandings have arisen in this regard, and no invitation will be issued unless the projected space and budget permit.

I would like to urge you to have some commitments made to key individuals as soon as possible. They will help you anchor the program and attract other participants.

Short-term Visitors

Anyone coming for fewer than 3 weeks is considered a short-term visitor. Please have them complete an application as usual, but their visits are handled differently from regular participants. They do not qualify for help from our housing assistant in locating suitable accommodations, and they must make their own arrangements, generally staying in a nearby motel. Their per diem arrangements are the same as for seminar speakers (next section.) For biological physics programs, KITP has agreed to allow a greater number of such short-term visitors than in other areas, but their number must be included within the quota of 23 participants/week.

Speakers

The single exception to the above policy concerns special seminar speakers and experimenters/observers for visits of *one week or less*. You may invite them directly without prior approval *provided* that you fill out the proper form on the Web:

<http://www.kitp.ucsb.edu/visitors/info/mso/speakerform.php>

[Please bookmark this URL, which is not public.] The speaker will then be integrated into the program database, listed on the relevant weekly calendar, and contacted about housing and travel arrangements. Subsequent changes should be e-mailed to speakers@kitp.ucsb.edu.

We offer these short-term visitors more for daily local expenses in recognition of the greater expense of motel-type accommodations needed for such short visits. In addition, we often provide some travel support, up to amounts depending on the origin of the travel. (A schedule of travel guidelines appears on the speaker form.) See the appendix on limitations on the number of such one-week visitors. Please consult with the Deputy Director about space limitations.

Affiliates

Program participants frequently wish to bring their graduate students and/or postdocs. We call these “Affiliate Visitors.” We generally welcome affiliates—indeed, we are eager to provide opportunities for young scientists as one of our educational responsibilities—and we have allotted at least **five** spaces per week per program for this purpose. (These five are in addition to the weekly quota for participants, as they are assigned desks in large rooms with other affiliates.)

In biological physics programs, unlike other areas, KITP is sometimes able to provide some limited financial support for local expenses for affiliates from special grants for this purpose. The amount is less than the per diem amount for senior, long-term participants, so it is usually necessary for such affiliates to come for three weeks or longer. The visit of an affiliate is generally restricted to coincide with some part of the sponsor’s stay at the KITP, although arrangements can often be made for another participant to serve as an ersatz mentor in the advisor’s absence. We expect the affiliate’s travel expenses to be paid by the sponsor or other sources.

For outstanding graduate students who can come for extended stays, you should encourage nominations as Graduate Fellows, for whom KITP **does** provide full financial support. [See our web site for information, where you will find nomination forms for both affiliates and grad fellows.]

KITP Contact

Your primary contact at the KITP for detailed matters related to organizing your program will be our Administrative Coordinator, Willie Dawson, willie@kitp.ucsb.edu. His telephone number is (805) 893-6306; his direct fax number is (805) 893-3486. It is very important to maintain close contact to ensure that the program is planned in an effective manner.[†]

Summary

At the conclusion of the program, you will be asked to prepare a short summary report, a sample of which is available online. It is due within about two months following the end of the program.



David Gross
Director

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[†] Issues concerning exceptions to policies should be directed to the Deputy Director.