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WELCOME TO THE RESEARCH WORKSHOP PROGRAM

Now in their 10th year, the Research Workshops are a vital and exciting program because of the energy and commitment of their faculty and graduate student leaders. We appreciate your providing intellectual leadership and administrative coordination for your workshop. The workshop program creates a crucial venue for collegial interaction across departmental lines and among those at different stages of their academic careers. New theories and cutting-edge developments from a wide range of academic fields give rise to discussion and debate. The workshops also create opportunities for students to develop as professionals and for faculty to offer intellectual guidance to students apart from the conventional role of dissertation advisor. In addition, the workshops also provide essential connections for scholars at Bay Area institutions and those working in similar fields throughout the U.S. and abroad.

Each year evaluations remind us that this program plays an invaluable role for graduate students and provides enriching experiences for faculty. Graduate students note that workshops offer substantive contact with other scholars, both within their field and beyond their own disciplines. Faculty members routinely write about the powerful experience of helping students become professional peers. Dissertation-stage students value the intellectual support, the chance to take a break from the often isolating experience of researching and writing, and the opportunity to obtain feedback and encouragement for their work.

This year workshop faculty and graduate coordinators represent an increasingly diverse range of departments and programs at Stanford, including the Law and Medical schools and the natural and social sciences, in addition to traditional humanities fields:

- American Studies
- Art
- Biological Sciences
- Comparative Literature
- Drama
- Environment & Resources
- History
- Linguistics
- Philosophy
- Center for Comparative Studies in Race and Ethnicity
- Center on Ethics
- Center for Russian, East European, and Eurasian Studies
- Division of Literatures, Cultures and Languages
- Stanford Institute for International Studies

As always, the Humanities Staff, including our Workshop Administrator, Laura Tarwater-Scharp (ltscharp@stanford.edu), are ready to help answer your questions or to assist in resolving any problems that arise. We look forward to working with those of you who are new to the program and welcome back many of you whose workshops are continuing!

Sincerely,

Elizabeth Wahl, Ph.D.
Associate Director, Stanford Humanities Center
SPECIAL INITIATIVES FOR 2004-05

Workshops Online
This year the Center has created individual web pages integrated into the workshop program pages that provide contact information about coordinators and a profile for each workshop.

Humanities Center Computer Lab
We are pleased to offer the workshops a new facility at the Center to support the creation of content for workshop web pages as well as workshop meetings, colloquia, and conferences. A computer lab, located in room #117, will be open in early October, and offer computers, scanners (for images, text, and slides), printers, and modular furniture to make collaborative work easy. Orientation and training sessions will be announced in Fall Quarter and are required to obtain a pass key to the new facility.

Collaborative Tools
Our own SHC server will be hosting web-based tools to support exchanges among workshop participants. These tools will provide the means for archived discussion, document editing as well as the management of electronic versions of presentation papers, images, audio, video, and other multimedia content generated by your workshop. Workshop facilitators are encouraged to consult with our Academic Technology Specialist, Nicole Coleman, about the use of these tools. Please feel free to set up an appointment with her if you want a consultation (cnc@stanford.edu).

Stanford Humanities Research Network (SHRN)
In the past year, the Center has also undertaken an initiative called the Stanford Humanities Research Network (SHRN) to foster collaborative research projects that would not only include Stanford faculty and graduate students, but scholars at other institutions as well. Since the workshops already are crucial venues for such collaborative exchange we encourage participants to consider proposing collaborative research projects involving other scholars. Such projects should include a defined outcome such as a collection of essays, co-authored book, or highly developed research-oriented web site. A description of the program is available on the SHC web site (http://shc.stanford.edu/shrn/), and more information will be made available at information meetings this fall.

More Collaborative Opportunities
Even if you are not ready to participate in the new computing lab or the SHRN initiative, we encourage you to share information about your group’s interests and activities with your fellow workshop coordinators and participants. Feel free to collaborate on special programs and trade strategies about how to improve the effectiveness of your workshops, including ways to transform research efforts into tangible results: a conference, a collection of essays, multimedia features on your web site or new prospects for collaborative research with faculty or students from other institutions.
CAMPAIGN TO ENDOw THE WORKSHOPS

No program at the Stanford Humanities Center has been more innovative and successful than our Research Workshops. They have fundamentally changed the landscape of the humanities at Stanford and are recognized as one of the best venues for faculty and graduate students in the humanities to connect with one another and to pursue new avenues of research.

Entering its 10th year this fall, the workshop program provides a compelling model for supporting collaborative research. As evidence of its success, the program has been awarded two five-year expendable grants from the Andrew W. Mellon Foundation. This grant support will end in 2004-05, but the Mellon Foundation has generously pledged up to $1 million in matching funds to the Center towards its campaign to endow the workshops.

Friends of the Center, including current and former workshop coordinators and participants, are invited to join the Mellon Foundation to help endow the workshops by supporting this campaign. Gifts are being matched dollar for dollar over a period of five years beginning in 2004-05. There are a variety of ways you can help:

- Help the Center contact former workshop participants
- Share fundraising ideas
- Publicize the online giving page on the Center’s website: (http://shc.stanford.edu/center/giving.htm)
- Contribute lecture fees through the Center’s new Friends of the Center Lectureship program
- Seek outside funding for workshops during the fundraising period
- Contribute to the campaign (gifts of any size are welcome)

The Center will continue to fund up to 15 workshops during the campaign period as we work towards full endowment. The Center is fully committed to keeping this program as a vital resource for humanities scholarship at Stanford.
CONTACT LIST: WORKSHOP ADMINISTRATIVE STAFF

Research Workshops Program
Stanford Humanities Center
424 Santa Teresa Street, Room 145
Stanford, CA 94305-4015

Phone: (650) 724-8169
Fax: (650) 723-1895
Web: http://shc.stanford.edu/workshops/

Staff:
Laura Tarwater-Scharp, Research Workshop Program Administrator
ltscharp@stanford.edu, (650) 724-8169

Elizabeth Wahl, Humanities Center Associate Director
wahl@stanford.edu, (650) 725-0896

Gwen Lorraine, Humanities Center Office Coordinator (for room reservations),
gwen@stanford.edu, (650) 723-3052 / (650) 724-0113

Priscilla Spolyar, Humanities Center Financial Administrator
pspolyar@stanford.edu, (650) 725-1535

Nicole Coleman, Humanities Center Academic Technology Specialist
cnc@stanford.edu, (650) 724-8107
CONTACT LIST: 2004-2005 WORKSHOP COORDINATORS

Please note that coordinators occasionally change during the year. For the most up-to-date list of workshops and coordinators, refer to the Humanities Center’s website located at http://shc.stanford.edu/.

American Cultures
Faculty Coordinator(s): Gavin Jones (English) grjones@stanford.edu
Graduate Student Coordinator(s): Lee Konstaninou (English) lkonstan@stanford.edu
Heather Farkas (Art) feather8@stanford.edu

Archaeology
Faculty Coordinator(s): Ian Morris (Classics & History) imorris@stanford.edu
Graduate Student Coordinator(s): Louise Elinoff (CASA) lelinoff@stanford.edu

Asian Americas
Faculty Coordinator(s): David Palumbo-Liu (Comparative Literature) palboliu@stanford.edu
Graduate Student Coordinator(s): Steven Lee (MTL) steven.lee@stanford.edu
Ju Yon Kim (MTL) juyonkim@stanford.edu

Borderlands: Ethnicity, Identity, and Violence in the Shatter-Zone of Empires – The Eurasian Space
Faculty Coordinator(s): Amir Weiner (History) weiner@stanford.edu
Nancy Kollmann (History, CREES) kollman@stanford.edu
Graduate Student Coordinator(s): Dina Moyal (History) dmoval@stanford.edu

Construction of Meaning
Faculty Coordinator(s): Beth Levin (Linguistics) beth.levin@stanford.edu
Graduate Student Coordinator(s): Ivan García Alvarez (Linguistics) ivgarcia@stanford.edu

Critical Studies in New Media
Faculty Coordinator(s): Michael Shanks (Classics) mshanks@stanford.edu
Graduate Student Coordinator(s): John Kim (Communications) johnwkim@stanford.edu

Ecology of Globalization
Faculty Coordinator(s): Thomas Heller (Institute for International Studies) theller@stanford.edu
Suki Hoagland (Environment & Resources) shh@stanford.edu
Graduate Student Coordinator(s): Sasha Kramer (Biological Sciences) sash@stanford.edu
Nicole Heller (Biological Sciences) nheller@ants.stanford.edu
Tomas Matza (Modern Thought & Literature) tmatza@stanford.edu
Empires & Cultures
Faculty Coordinator(s): Richard Roberts (History) rroberts@stanford.edu
Graduate Student Coordinator(s): Nathan Gillespie (History) nathang@stanford.edu

Enlightenment & Revolution, 1660-1830
Faculty Coordinator(s): Denise Gigante (English) dgigante@stanford.edu
Jessica Riskin (History) jriskin@stanford.edu
Graduate Student Coordinator(s): Brad Pasanek (English) bpasanek@stanford.edu

Ethics in the Professions
Faculty Coordinator(s): Deborah Rhode (Law) rhode@stanford.edu
Graduate Student Coordinator(s): Paola Bergallo (Law) paoberg@stanford.edu

French Culture
Faculty Coordinator(s): James P. Daughton (History) daughton@stanford.edu
Graduate Student Coordinator(s): Claire Salinas (History) csalinas@stanford.edu

How Do Identities Matter?
Faculty Coordinator(s): Paula Moya (English) pmoya@stanford.edu
Graduate Student Coordinator(s): Ulka Anjaria (MTL) uanjaria@stanford.edu

Interrogating Modernity & Postcoloniality
Faculty Coordinator(s): Akhil Gupta (CASA) akgupta@stanford.edu
Graduate Student Coordinator(s): Jocelyn Chua (CASA) joylchua@yahoo.com
Ulka Anjaria (MTL) uanjaria@stanford.edu
Tania Ahmad (CASA) tahmad@stanford.edu

Language & Poetic Form
Faculty Coordinator(s): Paul Kiparsky (Linguistics) kiparsky@csli.stanford.edu
Graduate Student Coordinator(s): Lev Blumenfeld (Linguistics) lblum@stanford.edu

Logical Methods in the Humanities
Faculty Coordinator(s): Solomon Feferman (Philosophy) sf@csli.stanford.edu
Graduate Student Coordinator(s): Audrey Yap (Philosophy) ayap@stanford.edu

Music, Aesthetics, and Critical Theory
Faculty Coordinator(s): Thomas Grey (Music) tsgrey@stanford.edu,
Heather Hadlock (Music) hhadlock@stanford.edu
Tobias Plebuch (Music) plebuch@stanford.edu
Graduate Student Coordinator(s): Heidi Lee (Music) hidlee@stanford.edu
Mireya Obregon (Music) obregon@stanford.edu
Ho-Yee Connie Lau (Music) cclau@stanford.edu
Philosophical Reading Group
Faculty Coordinator(s): Hans Ulrich Gumbrecht (Comparative Literature, French & Italian) sepp@stanford.edu
Graduate Student Coordinator(s): Christy Pichichero (French & Italian) christyp@stanford.edu

Revisiting Race & Ethnicity in the Context of Emerging Genetic Research
Faculty Coordinator(s): Barbara A. Koenig (CCSRE, School of Medicine, Ethics in Society Program) bkoenig@stanford.edu
Sandra Soo-Jin Lee (CASA, CCSRE, Ethics in Society Program) sslee1@stanford.edu
Graduate Student Coordinator(s): Sarah Richardson (Modern Thought and Literature) ssr21@stanford.edu

Sacred Geographies: Space, Place and Network in Asian Religions and Cultures
Faculty Coordinator(s): Michael Zimmerman (Religious Studies) mizi@stanford.edu
Graduate Student Coordinator(s): See-Woong Koo (Religious Studies) swkoo@stanford.edu

Social Ethics And Normative Theory
Faculty Coordinator(s): Agnieszka Jaworska (Philosophy) jaworska@stanford.edu
Graduate Student Coordinator(s): Jennifer Morton (Philosophy) jmmorton@stanford.edu
Lael Weis (Philosophy) laelweis@stanford.edu
THE RESEARCH WORKSHOP PROGRAM TOP TEN

Top Five Financial Rules to Know
1. A signed LA-6 form must be turned in for a visitor before any expenses can be paid – hotel, travel, etc. This is University policy.
2. There is a $1000 per year limit on food purchases for each workshop, as well as a $1000 per year limit on book purchases; no alcohol can be paid for out of workshop funds.
3. A maximum of one-third of your total budget can be spent on one event.
4. All receipts must be received by June 30, 2005 in order to be paid out of workshop funds.
5. Workshop funds do not roll over into the next year; workshops must use all their funds in the year that they are issued. Any remainder will be returned to the grant account.

Top Five Program Requirements to Know
1. Graduate coordinators must attend orientation sessions in the fall. Faculty coordinators are requested to attend as well. Department administrators are also welcome to come.
2. Workshops must meet at least 4 times per quarter.
3. Schedules of your workshop meetings must be entered online so that they can be listed on the Humanities Center website.
4. In the spring, you must pass out, collect, and return participant evaluation forms.
5. In the spring, each workshop must complete an end-of-year report detailing workshop activities through the year. A list of all presentations must be submitted that includes name of presenter, title of talk, and date.
ABOUT THE RESEARCH WORKSHOP PROGRAM

The Research Workshops at the Stanford Humanities Center bring together groups of Stanford faculty members and advanced graduate students, as well as visiting scholars, and those at other local institutions to present their current research and otherwise explore topics of common intellectual concern. Workshops meet regularly (at least four times a quarter) during the academic year. Many workshop meetings, particularly those organized as lectures, conferences, or symposia are open to the Stanford community and to the public at large.

Proposals for new workshops or for renewal of current workshops are submitted by faculty and graduate students in Spring Quarter. These proposals are reviewed by a selection committee, and the slate of workshops for the following academic year is announced in June.

Core Goals

• To realize and develop latent research agendas
• To explore ideas and issues that cross the usual disciplinary or institutional boundaries
• To provide a unique content for graduate work, where advanced students working on their dissertations receive the support and stimulation that come from participation in a shared intellectual enterprise with faculty
• To help graduate students develop the professional skills marking their transition from their role as students to active scholars addressing a community of peers
• To support collaborative research, particularly in the development of areas of research that no single researcher or institution could address alone.

The program offers faculty and students from Stanford as well as other institutions a kind of engagement that exists nowhere else at the university. They meet outside of traditional departmental boundaries in interdisciplinary collaborations to explore research topics that they themselves determine. The program thus supports faculty in their efforts to investigate and construct new areas of research in a time of shifting disciplinary boundaries, while encouraging graduate studies to participate in ongoing scholarly dialogues.

How diverse are the workshops?

These are faculty and student-driven groups, inspired by current intellectual interests. Some groups meet for a year to discuss a specific and timely event or issue. For example, a 1997-98 workshop focused on the Gary Snyder poem sequence, *Mountains and Rivers Without End*. Others are organized around emerging disciplinary or area studies themes such as *Interrogating Modernity and Postcoloniality* or *Asian Americas*. Recently, workshops have increased their interdisciplinary reach; workshops such as *Revisiting Race & Ethnicity in the Context of Emerging Genetic Research* and *Ethics in the Professions* draw participants come from medicine, law, business, and engineering as well as traditional humanities fields.
How are the workshops selected?
The Humanities Center’s Executive Committee serves as both the selection and review committee for the Research Workshops Program. In consultation with the Humanities Center Director and Associate Director, this committee decides which workshop proposals receive funding. Workshops may need to submit supplementary materials before receiving final funding approval. The Center expects to fund approximately 15 workshops per year following the conclusion of Mellon grant funding in 2004-05.

What support does the Center provide for the program?
In addition to selecting workshops, the Humanities Center is responsible for financial and administrative oversight of the program. The Center designs policies to ensure the workshops’ intellectual success and its compliance with the terms of its current Mellon Foundation grant and with university regulations. The Humanities Center has a 75% FTE Workshop Administrator to help oversee the workshops program and provide administrative support.

How does the Workshop Program fit into the mission of the Humanities Center?
The Research Workshops Program fulfills the Center’s mission to bring together those who will be shaping future studies in the humanities. In conjunction with its fellowship programs and outreach through public events, the workshops provide a crucial forum for scholarly research. The Center is committed to the proposition that the process of learning is a shared endeavor—where significant intellectual problems are defined, tested, and transcended in the context of continuing intellectual discourse. Too often graduate students in humanities disciplines find themselves working in isolation at the crucial research stage of their graduate work. Workshops provide one way that the Humanities Center encourages graduate students to enter into scholarly dialogues, and supports faculty in their efforts to break new ground in graduate research and training in the humanities. The workshops also offer a venue whereby faculty fellows can make their intellectual contribution to the Stanford community.

How did the workshop program get started at Stanford?
The Research Workshops Program has been sustained by two term grants from the Mellon Foundation through 2004-05. Inspired by a similar program at the University of Chicago, the Research Workshops were proposed by Keith Michael Baker in 1994 during his tenure as Director of the Humanities Center. Originally, no one was sure that a program like this would “take root” in an intellectual climate vastly different from that of the University of Chicago. Years later, the program has grown from five workshops a year to between fifteen and twenty.

Future Support
In 2004-05 the Center will receive its final year of grant funding from the Mellon Foundation to support the Research Workshops Program. The Mellon Foundation has already pledged up to $1 million through a 1:1 match to help the Center endow this program, and the Center is fully committed to continuing the program during this fundraising period, although the number of workshops funded will not be greater than 15. The center seeks the support of faculty and
graduate students in this effort so that we can make this vital program a permanent part of the humanities at Stanford.
WORKSHOP COORDINATOR RESPONSIBILITIES

The three main areas of responsibility for Workshop Coordinators include:

- Coordinating logistical and financial coordination of the workshop,
- Fulfilling reporting requirements, and
- Providing intellectual leadership.

Although the specific delegation of leadership and coordination work in each workshop varies, the following paragraphs sketch out the basic expectations of workshop leaders. Faculty Coordinators are responsible for making sure that all those involved in leading a workshop comply with workshop policies and meet the highest scholarly standards.

Logistical and Financial Coordination

Faculty and Graduate Student Coordinators are responsible for the logistical and financial management of their workshops. This typically includes such tasks as:

- Scheduling rooms for meetings
- Arranging for AV equipment and support (slide projectors, VCRs, videotaping, etc)
- Arranging and cleaning up food/catering
- Keeping track of spending and staying within budget
- Complying with Mellon and Stanford policies
- Publicizing workshop activities
- Distributing and/or posting readings to the web
- Inviting workshops speakers
- Arranging workshop speakers' transportation, accommodations, and meals
- Organizing special events, such as conferences and colloquia
- Making sure that workshop organizers (themselves included) are reimbursed promptly for any workshop expenses they incur.

Fulfilling Program Reporting Requirements

Although the primary reporting responsibility for the workshops rests with Faculty Coordinators, Graduate Student Coordinators also participate in fulfilling Workshops reporting requirements. These include providing the following information to the Workshops Administrator:

- Posting workshop schedules online
- Including the Workshops Administrator on any workshop email distribution lists or listservs
- Providing a workshop membership list at the beginning and end of the year
- Saving two copies of any publicity materials to turn in with the end-of-year report or turning these in during the year. We appreciate electronic versions wherever possible (e.g. PDFs or JPEGs)
- Distributing, collecting and returning completed participant evaluations in Spring Quarter
• Writing the end-of-year report, which should include all workshop meeting information, including dates and locations, speaker names, and talk titles.

We encourage coordinators to archive workshop events when possible by audio or video recording, and consider taking photos of group activities.

Intellectual Stewardship

Faculty Coordinators are primarily responsible for intellectual stewardship of the Research Workshops, but Graduate Coordinators should also be actively involved in designing the intellectual program/design of the workshop. The interaction between Graduate and Faculty Coordinators often sets the tone for collegial interaction between other students and faculty in the workshops. Graduate Student Coordinators play a vital role in making the workshops welcoming and comfortable spaces for other graduate students. Intellectual stewardship in the Research Workshops also means:

• Defining an area of intellectual inquiry that is compelling to an interdisciplinary audience
• Recruiting membership from a broad range of humanities disciplines
• Articulating important emerging issues and trends within your chosen field
• Responding to evolving intellectual interests of your group throughout the year
• Encouraging Stanford graduate students and faculty, as well as outside speakers, to present work-in-progress
• Ensuring a collegial tone for workshop interactions and avoiding hierarchies between faculty and graduate students
• Promoting graduate students’ professional development by encouraging networking with established scholars in your field, and collaborative work with faculty, and presentation of work throughout the year.
• Promoting collaborative work with scholars outside Stanford. A number of workshops have produced collaborative research projects leading to outside grants or publication of collections of essays.
• Creating a web archive of workshop papers, work-in-progress reports, and reports.
WORKSHOP PROGRAM REQUIREMENTS

Relation of Research Workshops to Courses
The Research Workshops serve as a venue to exchange and present ongoing research among faculty and graduate students. Workshops may emerge from courses, and ideas for courses may arise from workshops, but workshops may not formally substitute for courses or function concurrently as extensions of graduate or undergraduate courses. Workshops must remain open to any Stanford graduate student or faculty member who wishes to attend. Moreover, a workshop cannot count for course credit, nor can students be required to attend workshop meetings as credit for another course. Undergraduates may participate in workshops on an occasional basis, but given the focus on advanced research, we do not expect undergraduates to serve as core participants.

Orientation, Meetings, Schedules, and Publicity
Graduate student coordinators must attend an orientation session in the fall in order to receive account information and authority to charge expenses for the workshop. Access to the new computer lab will also require an orientation session. Faculty coordinators are requested to attend these orientation sessions as well. Both faculty and graduate student coordinators are responsible for knowledge of and compliance with all materials in the coordinators’ manual.

Research Workshops must meet regularly, at least four times per quarter Workshop schedules are posted on the Center website using information entered online by workshop coordinators. Payments and reimbursements will not be made if there is no information about the meeting at which the expense was incurred.

Workshops must be open to all Stanford graduate students and faculty, within reasonable limits of size. We ask you not to restrict active participation below twenty-five members. We encourage workshops to invite participation from the Bay Area scholarly community and to hold occasional events that are open to the public.

Workshops should use the following statement on all publicity and announcements: “This event is sponsored by the Stanford Humanities Center and funded by a grant from the Mellon Foundation.” Workshops should consistently note that they are part of the Stanford Humanities Center Research Workshops Program.

Reporting Requirements
In Spring Quarter, each workshop must provide an annual report detailing the workshop’s intellectual activities during the year. A list of meetings and presentations is required (please include names of speakers, talk titles, locations, and dates). They must oversee dissemination, completion and collection of workshop participant evaluations. Additional mid-year reporting may be required in special cases (e.g. failure to hold the minimum number of required meetings per quarter).
Humanities Center Facilities and Availability
The Research Workshops have priority over other campus groups for using the meeting rooms at the Humanities Center. However, the Humanities Center has first priority in using its meeting rooms and may, in unusual circumstances, have to override a workshop's reservation. If this should be necessary, we will notify you as soon as possible. Workshops may sign up space at the Center for the coming academic year after September 1, 2004.

Meeting Room Hours
• Monday – Friday: 4:00 pm - 10:00 pm (this includes the time needed for set-up and clean up).
• Fridays: Levinthal Hall only available beginning at 1:00 pm for colloquia and conferences.
• Saturday – Sunday: All day

Fees
Fees are generally waived for the Research Workshops. However, should immediate cleaning be required, or if the building is damaged in any way, the workshop responsible will incur charges.

Requesting Space
• When: Research Workshops may request space for the 2004 - 2005 academic year beginning September 1, 2004. Other campus groups will be able to request space beginning October 1, 2004.

• How: To request use of the meeting rooms, please contact Gwen Lorraine at 724-0113 or gwen@stanford.edu. Your reservation will be confirmed by email within 3-4 days.

• Confirmation: Your reservation is not booked until you receive written confirmation by email, which will include a pre-event and post-event checklist for your convenience.

Humanities Center Facility Policies
Policies for the use of Humanities Center facilities will be emailed to you with your confirmation, and are also available on the Center’s website. Please note all facility policies and follow all rules and guidelines. As the workshop coordinator, you are responsible for the actions of your workshop while using Center rooms and facilities and must have someone on hand at all times to answer questions, direct traffic, and minimize the impact of the meeting on fellows. Minors must be under the direct supervision of a responsible adult while in the building or on the premises in order to protect them from injury and avoid disruption to fellows in their offices.

* Colloquia and conferences using the meeting rooms are required to bring someone to set up in the lobby and to field inquiries. Please do not ask SHC staff for assistance. Light refreshments (no lunches) may be served in connection with your event booked for Friday afternoon. Meals on the weekends may include lunch, but no dinner.
COORDINATOR STIPENDS

Faculty Coordinator Stipends
The Dean’s Office for the School of Humanities and Sciences supports the Research Workshops Program by providing $1,200 per workshop in research funds to the faculty coordinator(s). If there are co-coordinators, the funds are split evenly between them. Only Stanford faculty members are eligible to receive this stipend. In situations where faculty coordinators also hold a fellowship at the Stanford Humanities Center, a stipend is not awarded by the Dean’s Office in addition to the fellowship. For these faculty coordinators, participation in the Research Workshops also serves to fulfill the intellectual contribution to Stanford that the fellowship requires.

These supplemental funds are not administered by the Humanities Center. The Workshop Administrator provides a list of Faculty Coordinators to the Dean’s Office, which then has the funds transferred into the appropriate research accounts. Faculty coordinators do not need to take any special steps to arrange for receipt of these funds, but please be advised that this transfer usually takes place later in the academic year.

These funds may be used to cover expenses that are not allowable under the terms of the Mellon grant or to cover cost overruns by the workshop.

Graduate Student Stipends
Graduate student coordinators receive a stipend of $1,800 for the year, which is dispersed at the start of each quarter ($600/quarter) through the GFS system. As with the faculty coordinator funds, the stipend is allotted per workshop, not per individual. If there are multiple graduate coordinators for a workshop the amount is split evenly between them per quarter.

Graduate Student Coordinator stipends are administered by the Humanities Center. At the orientation sessions, you will receive the payment forms required in order to receive your stipend. You will be asked to complete the form, have it approved and signed by the workshop’s Faculty Coordinator, then return it to the Workshop Administrator.
WORKSHOP FINANCIAL POLICIES

Funding, Charges, and Limits
Each approved workshop is allotted up to $8,500 to spend for the 2004-2005 academic year (September – June) depending upon total funding requested in each workshop’s proposed budget. If a workshop is approved for a subsequent year, any unspent funds from a previous year will not carry over.

Since workshops are funded by a grant from the Mellon Foundation through 2004-05, all workshop purchases and expenses must comply with Stanford University, Office of Sponsored Research, and Mellon Foundation rules and guidelines. It is not uncommon for workshop coordinators to request additional funds from their departments and programs to cover expenses that are outside of the parameters of the Mellon grant. We encourage workshops to seek such funds.

Extraordinary expenses or overruns may also be charged to faculty coordinator research accounts. The School of Humanities & Sciences provides supplemental funds to Stanford faculty in the school so long as their workshop participation is not part of their intellectual contribution to the Humanities Center.

Maximum charges also apply in the following categories: food, books, and per-event charges, and gratuities.

• **A total of $1,000 per workshop per year may be spent on food.** This includes snacks and/or catering during your meeting, as well as dinners with visiting speakers. Please plan carefully and search out additional means of funding so that you will not go over your food limit for the year.

• **Additionally, a maximum of 1/3 of your total budget ($2,300) can be spent on a single event.** Many workshops ask departments and programs to co-sponsor special events such as symposia and seminars in order to avoid depleting the workshop funds on one event.

• **There is also a maximum of $1,000 that may be spent on books per workshop per year.** The Mellon Foundation allows books to be purchased for distribution to workshop participants in preparation for discussion at a meeting, or for reference throughout the quarter. Therefore, in order to be reimbursed for book expenses, workshop coordinators must be able to demonstrate that the books purchased were directly linked to a workshop activity. (Please note: Many coordinators prefer to purchase books through online distributors such as Barnes&Noble.com and Amazon.com. Although these companies do not charge sales tax on Internet purchases, Stanford University is required by law to pay sales tax on all acquisitions that are billed to an SU account. Therefore, please be aware that an additional sales tax fee (at 8.75%) will be deducted from the workshop account and appear on your monthly budget statement.)

• **The Mellon Foundation will only reimburse/pay tips and gratuities up to 15%.** Again, if you exceed this amount and wish to be reimbursed, you must provide an alternative account to which the amount can be billed. However, the university...
enforces the same 15% gratuity policy, so if you are asking for supplemental funds from a department to cover gratuity, it is up to the department administrator’s discretion as to whether or not you will be reimbursed for the amount that exceeds 15%.

For limits on honoraria payments, please see the Visiting Speakers section.

No Alcohol or Entertainment Charges

The Mellon Foundation specifically prohibits using the workshop grant money for buying alcohol. So, any alcohol consumed at workshop functions has to be purchased with outside funds. Since all tax and gratuity on alcohol purchases likewise cannot be billed to the Mellon account, you can significantly expedite the reimbursement process by asking restaurants to put any alcohol charges on a separate receipt.

At previously stated, Mellon funds cannot be carried over from year to year. Workshop expenses will be processed until June 30th, 2005. All receipts must be turned in by this date. Unused funds are put back into the main grant account.
HOW TO TAKE CARE OF FINANCIAL BUSINESS

The Research Workshops Program Administrator at the Humanities Center handles all financial administration for the workshops—processing reimbursements, petty cash transactions, honoraria requests for speakers, and requesting payments for travel-related charges.

Please bring us receipts, and ask questions via phone, email, or in person during the Workshop Coordinator’s office hours:

Research Workshops Program  
Stanford Humanities Center  
424 Santa Teresa Street, Room 145  
Stanford, CA 94305-4015

Phone: (650) 724-8169  
Fax: (650) 723-1895  
Web: http://shc.stanford.edu/workshops/

Laura Tarwater-Scharp, Research Workshops Administrator, Email: ltscharp@stanford.edu (administrative questions; Laura’s usual work hours are 8:30am-12noon, 1pm-3:30pm M-F)  
Elizabeth Wahl, Humanities Center Associate Director, Email: wahl@stanford.edu (policy questions)  
Gwen Lorraine, Humanities Center Office Coordinator  
Email: gwen@stanford.edu (for Center room reservations)

Monthly Financial Statements

Each month, the Workshop Administrator will send an email to all workshop coordinators containing a summary of the workshop’s spending to date, along with the original budget projections for each category (i.e. honoraria, travel, hotels, etc). The financial statements are derived from information provided by Stanford’s central accounting department and should be considered the authoritative source for the workshop’s account balance.

If you notice a discrepancy in the statement, or have questions regarding expenditures, please contact the Workshop Administrator right away! The statements are provided to the workshop coordinators so that they can track spending; however workshop coordinators are ultimately responsible for managing expenses. To ensure accurate accounting, coordinators must notify the Workshop Administrator immediately of all expenses charged to the account using direct billing.

Research Workshop Accounts

Each workshop is assigned an individual Stanford account number. This account number can also be used for direct billing when making travel arrangements for a visiting speaker, placing requests with Stanford Events & Services, and ordering food through Stanford Catering. You
will receive your workshop’s account number after completing the program orientation in the
fall. You must attend orientation or make alternate arrangements for this training in order to
obtain this number. Please keep account numbers confidential.

About Receipts

All receipts must show the:
1. Date
2. Amount of Expense
3. Purpose of the expense (for example, “Airport Shuttle”). If any of this information is
   unclear on the receipts, please write an explanatory note on the back of the receipt, or
   attach a separate sheet if you need more space.

Credit card purchases: To reimburse a credit card purchase, we need both the charge
receipt and the itemized receipt given to you by the vendor.

Airline receipts: A copy of the original ticket(s) or printout of the e-ticket is acceptable as
long as it shows the traveler’s name, the ticket number and airline, amount paid, and that the
ticket has been paid for in full.

Book receipts: The Mellon Foundation allows books to be purchased for distribution to
workshop participants in preparation for discussion at a meeting, or for reference throughout
the quarter. In order to be reimbursed for book expenses, workshop coordinators must be
able to demonstrate that the books purchased were directly linked to a workshop activity.

Along with itemized receipts and proof of payment, please provide a list of all participants who
receive a copy of the book and the date(s) of discussion(s) related to the book.

Meal receipts: You must provide the name of each individual who attended the meal and
specific information on the occasion for which the food was purchased (i.e. the workshop
gathered to dine with a guest speaker, or food to serve at a workshop meeting). If the meal
took place at a restaurant, please give the name and location of the restaurant, as well as an
itemized receipt for the food ordered. Alcohol cannot be paid for using workshop funds due to Mellon Foundation policies.

Lost receipts: If you lose a receipt, you must fill out a Lost Receipt Memo (see appendices
for a copy of this form, or get one from the Workshop Administrator) and provide proof of
payment for the expense (bank or credit card statement).

How to Arrange and Pay for Workshop Expenses

There are three general ways to deal with workshop expenses, depending on the circumstances
of the expense: direct billing the expense to the Center, using a departmental purchasing card
(PCard) if available to you, or paying for the expense yourself obtaining reimbursement via
petty cash or check. Please read the information in the About Receipts section, as correct
receipts must be submitted for all types of payment.
If you pay for workshop expenses yourself, you can be reimbursed immediately in cash through our petty cash fund, if the expenses are less than $150. For charges over $150, you will be reimbursed through check or direct deposit from the Travel & Reimbursement department. In both cases, you must submit an itemized receipt to the Workshop Administrator, indicating the workshop meeting that the expense was associated with. Since the reimbursement process can take from 6 to 8 weeks, we strongly discourage student coordinators from putting expenses on their personal credit cards. At the Center’s discretion, we may refuse to reimburse expenses on student credit cards over $150. Please use a department PCard or make other arrangements if at all possible for expenses over $150.

The Humanities Center does not provide PCards for workshop coordinators. If your department allows, you may use its PCard to purchase items for your workshop. You must give the departmental PCard administrator your workshop account number and keep a copy of the receipt to submit to the Workshop Administrator so that the charge will be approved.

If you are arranging travel or lodging for a visitor, or if you are contracting for professional services (e.g. poster design), your vendor may bill the Humanities Center directly. See the following sections for information on various types of direct billing available.

**IMPORTANT:** You must have a signed LA-6 form from your visitor in order for them to receive reimbursement for any expense (e.g. airfare, food, and lodging).

**Hotels**

We have arranged for the hotels listed below to bill the Workshop Program directly. Always state that the reservation is for a Stanford Humanities Center Research Workshop event, and provide the specific reference listed under each hotel. When you make a reservation at one of these hotels you **must** immediately notify the Workshop Administrator of the reservation, providing the following information:

- Workshop Name
- Name of the visitor
- Title and date of the specific event for which the visitor is invited
- Hotel reservation date(s) and the cost of the total stay
- The reservation reference number, if given

We must have notification of all reservations prior to a guest’s arrival in order to approve the reservation. The following hotels provide direct billing:

1. Cardinal Hotel, Palo Alto 323-5101
   (Refer to Research Workshops when booking).

2. Stanford Terrace Inn 857-0333
   (Bill to Account # 19130)

3. The Sheraton, Palo Alto 328-2800
If you wish to use other hotels, workshop visitors or Faculty Coordinators can pay for lodging costs out-of-pocket and request reimbursement.

Airline Tickets & Rental Cars
These can be billed directly by using TRIP, Stanford’s online travel booking service. They guarantee the lowest fares for Stanford travelers, but they have a $20 per ticket transaction fee. TRIP is available 24 hours a day, 7 days a week at: http://trip.stanford.edu/.

In order to successfully make reservations, use the account listed below (n.b.: this is a not valid credit card account) and type “Contact Priscilla Spolyar at the Humanities Center for approval” in the “General Requests” box:

Payment Type: AMEX
Account Number: 3794-000-000-000-12
Expiration: 12/05

Please send an email to Priscilla Spolyar (pspolyar@stanford.edu) and Laura Tarwater-Scharp (ltscharp@stanford.edu) as soon as you make any reservations. Include the name of your workshop, name of the traveler, date of the workshop meeting at which they will be speaking, city of origin, and ticket price.

Alternatively, workshop visitors and faculty coordinators can purchase tickets independently and request reimbursement. In either case, we will need the usual receipts: either an e-ticket confirmation showing the traveler’s name, the amount of the ticket, and confirmation that the ticket has been paid for, or a photocopy of the tickets showing the same information.

**Rental car reservations:** Stanford carries a blanket insurance policy that covers Stanford-related business travel and will not reimburse any rental car insurance purchased independently.

Audio-Visual Equipment, Services, and Event-Related Rentals
Items such as VCRs, slide projectors, tables and chairs, and services such as videotaping, can be reserved and billed directly to your workshop’s account number through Stanford’s Events and Labor Services website: http://www.stanford.edu/group/eventservice/Order_Process.html Use the “request for service” link to place an order, and give the following information:

Approver Name = Laura Tarwater-Scharp
Approver Email = ltscharp@stanford.edu
Workshop account number

Please make requests at least five working days before the date you need the item or service.
Graphic Design

Robyn Sahleen has done high-quality, affordable graphic design work for individual workshops, and is willing to bill directly to the Research Workshop Program. Her contact info is as follows:

Robyn Sahleen Design Services
design@redrobyn.com
4031 N 900 W
Pleasant View, UT 84414
(801) 510-2610 phone
(209) 828-3299 fax

Please give the Humanities Center address for billing, and email Laura as soon as the job is ordered so we can expedite payment.

PULSE

If you would like to use the services of the PULSE copy center at Tresidder Student Union and bill expenses directly to your workshop account, please let the Workshop Administrator know. We will set up an account for your workshop with PULSE and notify you of the account number. There is a limit of $500 per quarter.

Keep in mind that off-campus copy centers such as Kinko’s may be cheaper for many copy options. You can use any off-campus copy center and be reimbursed; make sure that you keep all relevant receipts.

Visiting Speakers

Inviting and paying speakers to come to your workshop is arguably the most complicated work you will do as a Coordinator because of university requirements and changing federal policies on immigration and taxation. The following sections will help guide you through this process.

All visiting speakers must submit a signed copy of the University’s LA-6 form (available in the appendices, online at our website, and from the workshop administrator) in order to be paid. **No honoraria or reimbursement for travel expenses, or for any payments made on their behalf directly to vendors (e.g. hotel bills and airline travel arranged through the Center) will be made without this signed form (LA-6).** Visitors who are not U.S. citizens or U.S. residents are required to submit additional documentation (see the section on Foreign Resident speakers for more details). No exceptions can be made; Stanford University policy requires this paperwork in order to comply with IRS and Homeland Security regulations.

Guidelines for Honoraria Payments

The following guidelines for honoraria payments to guest speakers will be strictly enforced:

- No honoraria may be paid to Stanford faculty and employees
- Up to a $200 honoraria may be paid to visiting speakers from the Bay Area
• Up to a $300 honoraria may be paid to visiting speakers staying 1-2 nights.
• Up to a $500 honoraria may be paid to visiting speakers staying more than 2 nights.
• Up to a $700 honoraria may be paid to visiting speakers traveling from outside North America.

If you wish to pay a higher honorarium to a speaker, you may seek contributions from other sources. You may also use the workshop faculty coordinator’s research funds (given by the H&S Dean’s office to support the program) to supplement an honoraria payment.

U.S. Speakers
All U.S. citizens and U.S. residents must submit a signed LA-6 form in order to have their expenses reimbursed or to receive an honorarium. Honoraria are not taxed by the university but are reported as taxable income.

Speakers from outside the U.S.
Foreign residents must submit a signed LA-6 form, as well as a copy of their passport’s biographical information page and visa page, in order to be reimbursed for any expenses. Foreign residents can be reimbursed without a SSN (Social Security Number) or ITIN (Individual Taxpayer Identification Number). However, if you would like to pay your foreign speaker an honorarium, a SSN or ITIN is required. You can apply for an ITIN for your speaker through the Bechtel International Center at Stanford for a $125 fee. For more information, see the section on Obtaining an ITIN for a Foreign Visitor.

Obtaining a Visa for a Foreign Visitor
Most short-term visitors to the United States do not have to apply for a formal visa to enter the country. Visa and immigration requirements are always changing, however, and the time to request visas has increased dramatically. We recommend that you contact the Bechtel International Center if you need more information on visas and bringing foreign visitors to campus.

Obtaining an ITIN for a Foreign Visitor
All non-U.S. residents without a social security number must have an Individual Taxpayer Identification Number (ITIN) to be paid honoraria. ITINs are obtained through the Bechtel International Center. For the details of the ITIN procedure, visit the Bechtel International Center’s website at http://www.stanford.edu/dept/icenter/. Currently, the ITIN procedure is as follows:

1. Obtain a copy of the visitor’s passport, entry visa, and I-94 card (if applicable). Fill out the ITIN information form that is available in the Appendix.
2. Bring these documents to the Humanities Center, and we will arrange for a $125 fee to be paid to the Bechtel International Center from your workshop account.
3. Take the paperwork and proof of payment to the Bechtel International Center. (Steps one through three can be done in advance of your speaker’s visit.)
4. Within a few days the Bechtel Center will issue a W-7 form and an 8233 form. Have the visitor sign both of these forms and return them to Bechtel.

5. Bechtel will countersign the two forms. Bring them to the Humanities Center so that they can be included in the honorarium request paperwork.

**Foreign Resident Checks**

You must use “Will Call” processing to obtain a check for foreign visitors if the visitor’s check will be mailed out of the country. The Travel & Reimbursement Department charges a $10 fee for Will Call processing, and this expense will be charged to the workshop’s account. When mailing a reimbursement or honorarium check outside of the United States, we use UPS International services to ensure the safe arrival of the check. The UPS international shipping fee is also charged to the workshop account.