



**Organizing a Micro-conference**  
**AMS Mathematics Research Communities**  
**December 2018**

**Objective**

The objective of the [Mathematics Research Communities](#) (MRC) micro-conference grants is to provide support for gatherings of MRC alumni that are focused on collaborative research growing out of the initial year of participation in the MRC program.

**Target Group**

As of December 2018, the intended recipients of support are MRC alumni who participated in the summer conferences of 2012 – 2017. In the fall of 2019, the eligible group will be alumni from 2013 – 2018, and so on.

**Proposal Preparation**

A proposal for a grant to support a MRC Micro-conference should include:

- A short description of the area of research on which the micro-conference will focus and what the outcomes the organizers expect
- The site for the collaborative gathering, its dates and duration, and its anticipated activities
- The names of, contact information for, and MRC history of the organizers of the micro-conference
- A tentative list of the names and affiliations of those who will participate. Indicate the ones who are MRC alumni and the year and title of their MRCs.
- An overall budget for the micro-conference that (a) summarizes the anticipated travel expenses (airfare, ground transport, lodging, and meals) for all participants, (b) enumerates on-site logistical costs (such as space and A/V rental, space setup, security, special events), and (c) other expenses
- A description of the part of the overall budget for which MRC funding is being requested. Indicate any other anticipated sources of funding as well.

Please send questions about micro-conferences as well as complete proposals to [aed-mps@ams.org](mailto:aed-mps@ams.org) with a cc to Tom Barr ([thb@ams.org](mailto:thb@ams.org))

**Proposal Review, Award, and Activities**

AMS staff will review the proposal in light of the Objectives and Review Criteria below. An award will be made in the form of a letter to the organizers.

Organizers need to keep records of the scientific activity at the micro-conference so as to be able to prepare a report detailing the problems, results, and plans emanating from the meeting.

### Reimbursement Requests

- **Reimbursement Requests** require appropriate documentation, in the form of:
  1. Receipts from the providers of services and any paper trail needed to show payments between the person requesting reimbursement and the provider. One of the organizers keeps track of on-site logistical costs and requests reimbursement on his or her voucher.
  2. In the case of travel support, completed AMS vouchers with receipts

In the second instance, for international travel, participants must follow federal requirements in the [Fly America Act](#) and the [Open Skies Agreement](#). AMS can provide information on how to apply for reimbursement of travel and per diem. Reimbursement requests should be made within three weeks of the completed micro-conference.

- **Reporting** The micro-conference organizers should send a written report that includes:
  - A title for the collaboration
  - The dates of the collaborative travel
  - The destination for the travel
  - The name and affiliation of the individual writing the report, as well as the names and affiliations of all collaborators
  - A detailed description of the accomplishments of the micro-conference
  - Acknowledgement of Federal (NSF grant number DMS 1641020) and AMS support

Supporting documents should be included as appendices. Since the report is part of AMS's record-keeping for its own reporting to NSF, the report should be written in a way to ensure it is as complete as possible. The report should detail the accomplishments of the micro-conference in a way that is intelligible to mathematicians who are not specialists in the topic. A complete report may require several pages.

Please send completed vouchers and reports to [aed-mps@ams.org](mailto:aed-mps@ams.org) with a cc to Robin Hagan Aguiar ([rha@ams.org](mailto:rha@ams.org)).

### Objectives and Review Criteria

Micro-conferences are meetings of MRC alumni that can build on or re-ignite collaborative research growing out of the participants' initial year of participation in the MRC program. They may involve groups that are somewhat larger than those who were involved in collaboration during the initial year in the program, and the people participating may be MRC alums as well as others (though travel funding is available only for past MRC participants). Micro-conference

funding is intended to defray such costs as space and A/V rental, other logistics, event elements such as coffee breaks, or other costs of the gathering that cannot easily identified with one individual. The program might also provide some "gap" funding for MRC alumni who cannot obtain all of their travel support from other sources to attend the gathering.

AMS will consider proposals for grants to cover logistical costs and partial travel costs for about ten MRC alumni to participate in the micro-conference. The number of people is flexible, and the duration should be long enough to attain your objectives but short enough to be economically feasible. The target size of the grant is \$5,000. Groups that have not previously received micro-conference funding have priority. We hope to receive creative proposals, and we expect to engage in some discussion with the organizers about the details of their plans.

The proposal should leverage the funding as much as possible toward the objectives of the MRC program. Proposals will be reviewed in the sequence in which they are received, and that order may be a consideration in funding.