



The American Mathematical Society presents
Mathematics Research Communities

Micro-conferences

December 2017

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 2017, the intended recipients of support are MRC alumni who participated in the summer conferences of 2011 – 2016. In the fall of 2018, the eligible group will be alumni from 2012 – 2017, and so on.

General information

Micro-conferences resemble the participant collaboration gatherings that take place during the year following the MRC summer conference. The micro-conferences may involve groups that are somewhat larger than the collaborations, and the people participating may be MRC alums as well as others. Micro-conference funding is intended to defray such costs as space and A/V rental, other logistics, an event such as a reception or coffee break, or other costs of running the gathering that cannot easily be 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.

Here are the basic parameters: the program has a total of \$30,000 that can be used between the end of 2017 and the end of 2020 to support MRC micro-conferences. This is a new concept—one suggested by MRC alumni—so we hope to receive creative proposals, and we expect to engage in some discussion with proposers about the details of their plans. Proposers should keep in mind the broad goals of fostering the collaborative research activities that are the hallmark of the MRC program and of helping the participants develop as professionals. The proposal should leverage the funding as much as possible toward these objectives. Staff mathematicians at AMS will review proposals and make award decisions.

Proposals will be reviewed in the sequence in which they are received, and that order may be a consideration in funding.

Proposal

A proposal for MRC Micro-conference funding 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 (typically two or three people)
- The anticipated number of MRC alumni and others who will be gathering (a tentative list of names and affiliations would be ideal)
- 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. If possible, indicate the other anticipated sources of funding as well.

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; (2) in the case of travel support, completed AMS vouchers with attached supporting documentation. In the latter 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 one month of the completed micro-conference.
- **Reporting** The micro-conference organizers should send a written report to aed-mps@ams.org 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 the other 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 any questions to Tom Barr (thb@ams.org). Send your proposal to Robin Hagan Aguiar (rha@ams.org) with a cc to aed-mps@ams.org.