

Srivastava Women-in-Science Career-planning Event for Graduate Students and Post-doctoral Fellows  
 Application

**Eligibility** • Post-doctoral fellows (PDF), who are employed full-time within the Faculty of Science (UBCV).   
• Graduate students (GS) who are enrolled in a [Science (UBC) graduate program](https://science.ubc.ca/grad) or supervised by a   
 faculty member with primary appoint­ment in the Faculty of Science (UBCV).

**Submission**  Submit your completed and signed application form electronically to Science Initiatives [initiatives@science.ubc.ca], Dean’s Office, UBC Science. Label your application file as follows (by including a keyword for your proposed workshop, your department and the current year) and put that same label into the subject line of your email message:   
**VMSrivastava-CareerPlan****WS\_Application\_*Keyword*\_*Department\_YEAR***

*Do not remove any part of this form.*

# Applicants (Workshop Organizers): A minimum of two applicants required including at least one woman PDF or woman GS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | UBC E-mail Address | Department/ Program | Master’sstudent? | PhDstudent? | Post-doc? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

[Add rows as needed]

|  |  |  |  |
| --- | --- | --- | --- |
|  | Single Event |  | Workshop Series [Mark with “X” as applicable] |

|  |
| --- |
| Rationale |
|  |

[Text box will expand with typing]

## Themes, Speakers/Guest Mentors and Dates: A proposed series must be held within 1 academic year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Theme | Speaker | Backup1) | Venue2) | Time | Date |
|  |  | (name, job title, affiliation) | |  |  | (yyyy-mm-dd) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

1)Considering a backup speaker recommended.   
2) Indicate venue if on campus, or the video conferencing platform (e.g., Zoom) if online. [Text box will expand with typing]

# Target Participants (# = estimated number of participants per category)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicate field(s) of research or department(s) of your target audience, or if across Science | Master’s students? | PhD students? | Post-docs? | Other? | Expected total |
|  | [yes/no, #] | [yes/no, #] | [yes/no, #] | [specify, #] | [#] |
|  |  |  |  |  |  |

# Estimate of Total Cost (if applying for a workshop series, itemize costs by workshop)

|  |  |  |
| --- | --- | --- |
| Refreshments/light lunch for on-campus event – specify: |  | $ |
| Other expected costs 1 – specify: |  | $ |
| Other expected costs 2 – specify: |  | $ |
| Other expected costs 3 – specify: |  | $ |

[Add rows as needed]

|  |  |
| --- | --- |
| Total | **$** |

## Co-sponsors: indicate if other funding has been applied for and/or granted for this event

|  |  |  |
| --- | --- | --- |
| Funding source/program | **Funding applied for [$]** | **Funding granted [$]** |
|  |  |  |

[Add rows as needed]

# Advertising and Registration

Describe your strategy for the registration process and how you will reach out to your target community.

|  |
| --- |
|  |

[Text box will expand with typing]

# Signatures

We confirm that we have read and accepted the requirements listed below (see *Requirements*):

|  |
| --- |
| **Applicants’ signatures:**  **Date:** |

# Requirements (\*) and Important Notes for Proposal

**\*Mini-workshop series: within range of 1.5-2 hours/workshop**

**\*Single event: within range of 1.5-4 hours**

**Speakers/workshop facilitators:** inclusive representation encouraged

**\*Topics** will be tailored to your own and your women peers’ needs and experiences, complementing or adding value to what’s already available at UBC – to avoid duplications check out these links: events for [graduate students](https://www.grad.ubc.ca/about-us/events), for [post-doctoral fellows](https://www.postdocs.ubc.ca/professional-development-events).

**\*Participants:** While hosts can invite peers and colleagues of all genders across UBC Science, priority must be given to women graduate students’ and women post-doctoral fellows’ participation (exceptions may apply for co-sponsored events). **Group size:** A minimum of 20 is expected.

**\*Venue:** The event(s) must be held on the UBC Vancouver campus, or online.

**Funding/eligible expenses**

* VMS maximum funding: $1,500 for a single-event proposal or per workshop in a series proposal for eligible expenses. Co-sponsoring opportunities are welcome.
* Eligible expenses for on-campus or online events:   
  - Technical support (if not available/free through UBC).  
  - Token of appreciation (non-cash gift), which must be below $100 in value per facilitator. Note: Gift cards (considered cash gifts) and gifts of alcohol will not be reimbursed. Or: An honorarium for an academic speaker (typically up to $350). A fee for a professional trainer may be partially eligible.
* Eligible expenses for on-campus event:   
  - Light lunch or snacks/refreshments at the workshop

# Requirements (\*) and Recommendations for Approved Proposal

**Advertising and Registration**

* Create event website, which must be free of commercial ads. Recommended: Website of your academic unit (department, institute) or UBC Blogs, which is available to UBC students, faculty and staff at no cost and ad free. Log in with your CWL credentials at: <https://blogs.ubc.ca>.
* Recommended for registration process: Set up registration page through event management site such as Event­Brite (much more straightforward than e.g., Google Forms, for managing waitlist, reminders, etc.) or UBC Qualtrics, at no cost. Ask registrants if they require accessibility-related measures (e.g., sign language interpretation, captioning, accessible parking, specific dietary requirements, or any other accessibility-related measure or information).
* **\***Provide event-site link and an advertising blurb (event announcement) to Science Initiatives [initiatives@science.ubc.ca] (Dean’s Office) about *four weeks prior to the event* (Subject line must include title of your proposal). The Dean’s Office will help spread the event announcement across UBC Science if requested.
* For on-campus events: With event being free of charge, last-minute drop-outs are fairly common. Please do not underestimate this problem! To *reduce number of no-shows:* create a waitlist (if applicable) and request re­gis­trants to let the organizers know immediately if they cannot attend, and give another peer the chance to participate. Send e-reminders to registrants (e.g., four, two and one week ahead of event).

**At on-campus event**

* Name tags (helpful for networking with peers and speakers during the event) – recommended.
* If your event includes a panel discussion, mix of guided discussion (workshop organizers prepare questions) and open discussion (questions from workshop participants) – recommended.
* Prepare slide and/or handout listing speaker names/bios – recommended.

**At online event (videoconferencing)**

* Zoom is available to all UBC employees including paid graduate students (RA, TA) and post-doctoral fellows. Resources:  
  Zoom videoconferencing (UBC): <https://it.ubc.ca/services/teaching-learning-tools/zoom-video-conferencing>   
  Zoom Student Guide: <https://lthub.ubc.ca/guides/zoom-student-guide/>

**Catering (for on-campus event)**

* Preferred vendor: AMS The Nest (<https://www.nestcatering.com/catering/>)
* Consider dietary restrictions when ordering/purchasing food (see Registration above).
* For reducing food and packaging waste, order platters, bulk fruit etc. (rather than boxed lunches) and bulk bev­er­ages (e.g., coffee, hot and cold water) – recommended. Registrants may want to bring own mugs.

**Reimbursement of expenses**

* **\***Get in touch with Science Initiatives [initiatives@science.ubc.ca] to coordinate and initiate reimbursements. Make sure to indicate event title and VM Srivastava funding (include the original email confirming the VMS funding for your event; Subject line must include name of your application file).   
  Forward catering invoice and other itemized and dated receipts (as applicable) in pdf format immediately after the event. Retain originals in case required at a later date. Include an itemized list of expenses.

**Your report including recommendations for future events  
\**Within one month after the event, provide a report (1-2 pages)*** to the Fund’s oversight committee, send as pdf or Word document to Science Initiatives [initiatives@science.ubc.ca] including:

* **\***Workshop theme(s), session(s)/agenda and speaker(s) (name, job title/affiliation)
* **\***Date and venue
* **\***Numbers of registrants and attendees, respectively
* **\***Demographics of participants: field of research [life sciences, physical/earth sciences, math/computing sciences, interdisciplinary sciences], GS program or department, current position [MSc, PhD student, PDF, other (specify)]. Ideally, you will estimate representation of women participants through direct observation at the event.   
  Note: For reason of privacy, you *must not* request registrants to self-identify in any designated equity group (including gender) linked to their name.
* **\***Participant feedback: summary of what worked well and what could be done differently next time, and suggestions for future workshops.**1)**
* **\***Your own (i.e. event hosts’) reflections and recommendations.
* Screen capture of your event site/ad

**1)** Recommended for collecting participants’ feedback: Conduct an *anonymous* mini-survey including questions about relevance and presentation of topics, effectiveness of event for their own career, satisfaction with venue and catering (if applicable); ask for open comments on what worked well (best) for the participants, and what could be done differently in the future; collect suggestions for topics of future career-planning, practical-skills, mentoring, or networking events. Also ask their field of research/department, position [Master’s, PhD student, Post-doctoral fellow, other], year in program, gender [woman, man, non-binary, not disclosed], and if they identify as a person of colour aka member of a racialized or visible-minority group [yes, no, not disclosed].

**This initiative is sponsored in memory of Dr. Vivien M. Srivastava – first woman to receive a PhD in Zoology at UBC.**

**Learn more about the Vivien M. Srivastava Memorial Endowment Fund and our women-in-science initiatives at**

<https://science.ubc.ca/faculty/diversity/srivastava>