



## GUIDELINES FOR WORKING GROUPS

The Core Fellows of each Working Group will take primary responsibility for organizing its events. Here are the administrative procedures they should follow in doing so.

### **Beginning of the Year**

Please send a brief description of your working group to be posted on the MI web site to [mhall9@nd.edu](mailto:mhall9@nd.edu).

### **Publicizing Events**

As you schedule your group's open events, please send any details that you want posted to the MI events feed and calendar to [mhall9@nd.edu](mailto:mhall9@nd.edu). If you've set up a web site or Facebook page to publicize your group, please include that URL.

### **Honoraria**

The standard rates for honoraria are \$250 for a junior scholar and \$500 for a senior scholar. Where it makes sense to invite a working-group guest to give a Thursday lecture for the MI as well please talk to Tom Burman as far in advance as possible about securing extra honorarium funding.

### **Paying for Expenses**

Working groups are responsible for tracking and administering their funds independently. Expenditures should be made using FOAPALS whenever possible (please obtain the FOAPAL from the MI admin); if a FOAPAL cannot be used, a TravelCard or personal credit card should be (expense reports should be submitted through TravelND with Tom listed as approver).

### **Speaker Visits**

When bringing speakers to campus, please book all travel with Anthony Travel and bill the FOAPAL; for lodging, please use the Morris or a near-campus hotel (e.g., Ivy Court) that can use a FOAPAL or bill the MI directly. All speaker incidentals must be submitted for reimbursement via expense report accompanied by receipts (consult with Neil Chase and the TravelND website should you need help). **Very important: Before bringing speakers to campus, please ensure that they have obtained any necessary visas and completed all required paperwork for receiving honoraria (see Megan Hall for a checklist).**

### **End-of-Year Report**

At the end of each academic year (by graduation), each group should submit to Tom Burman ([tburman@nd.edu](mailto:tburman@nd.edu)) a brief, two-part report: 1) in about a paragraph, describe what the working group engaged in over the past year and 2) provide a budget summary detailing how you used your funds and what balance, if any, is left. For each expenditure, please provide the date, amount, recipient of the payment, purpose, and source of payment (e.g., FOAPAL, travel card, personal card).