

REALISE Stream 2
Available supports & services

What events/ideas fall under this stream?

- Services to be available for the following:
 - Events organized, and support provided, in the context of a multi/interdisciplinary research project led by a Carleton researcher/faculty.
 - Events and support for teams who have received multidisciplinary/interdisciplinary internal funding programs (e.g., MCRF, REALISE Seed Grants); as well as in preparation for or leading up to submissions to institutional grants supported by CORIS.
 - Examples of events include, but are not limited to: workshops; planning meetings; meetings with partners and/or external stakeholders; roundtables; etc.

Who is it for?

- Carleton faculty leading multidisciplinary research projects. Level of support to be determined in collaboration with research facilitators (institutional and faculty) as well as PIs.

Event organizing

Pre-event logistics:

<u>Type of support</u>
Booking rooms**
Drafting agenda
Event note (planning)
Communications to, and liaising with, invitees (for logistics purposes such as invitations, emails, etc.)
Identifying areas of interest for workshops
Support the organization different types of events: mixers, workshops and meetings
Book Zoom or MS Teams meeting(s)
Help ensure event accessibility (as needed)**
Put lead researcher in contact with other offices within Carleton as needed (e.g.: accessibility, AV Services, FMP, conference services, etc.)**
Creation of registration page & manage registration (as needed)

Day of logistics:

<u>Type of support</u>
Welcome and registration
Support with room set up & take down; hybrid meeting
Support with facilitation, as needed
Notetaking

Post-event:

Type of support
Follow-ups with participants
Support with next steps and/or other meetings (as needed)
Organize a debrief meeting
Meeting notes, creation of documents/templates (as needed)

Project management & development

Type of support
Identifying and facilitating a support team; e.g.: IRF or other project management
Stakeholder/people coordination - organizing meetings/workshops, coordinating with partners (academic and non-academic), etc.
Background research to identify possible external partners and collaborators
Scheduling, process and tracking documents
Determining timelines

Proposal development

Type of support
Draft templates (e.g.: CVs, biosketches, letters of support, etc.)
Work with FRFs to help identify external and/or multidisciplinary funding opportunities & pathways/pipeline and sequencing to external funding opportunities.
Background research to identify possible external partners and collaborators
Outreach to external partners and collaborators on a case-by-case basis

Information and decision making

Type of support
Support the creation of a research grant timeline and/or pipeline
Environmental scans (e.g.: funding opportunities, other Carleton experts in research area, etc.)
Information regarding Knowledge Mobilization initiatives and resources (e.g. Research Impact Canada)

Please see the following [document for event planning resources on campus, including for services that may incur an additional cost.](#)

** = services that may incur an additional cost