

Program submission guidelines

The MAThematical Research Institute MATRIX@Melbourne hosts research-intensive, residential programs addressing key mathematical and statistical challenges in an environment where internationally renowned scientists collaborate and engage with the Australian mathematical and statistical research community for a significant length of time.

A proposal to organise a MATRIX program identifies program organisers and their affiliations, usually about four people, including at least one international and one Australian based researcher in the mathematical sciences. A typical program lasts between 2-6 weeks with up to 20 residents present at any one time.

Programs usually contain a focus week in which a conference or workshop is held with a larger number of participants. Some programs may contain advanced-level short courses or postgraduate lecture series.

Proposals should align with, and address some or all of the aims of MATRIX.

Research program

It is important to present a clear and detailed outline of the proposed research program that will be conducted at MATRIX. A proposal describes the scientific background as well as its scientific goals and anticipated outcomes. It includes, for example,

- the international context of the field of research,
- the timeliness and substance of the proposed research program,
- potential for impact and lively interaction, and
- the opportunity for interaction with industry and/or overseas researchers.

These are just examples. A convincing proposal makes a good case for the proposed research program. Excellence is one of the main selection criteria.

Aims of MATRIX

- Host advanced level, research-intensive programs in the mathematical sciences.
- Provide an intellectual and stimulating environment that supports collaboration.
- Encourage interaction between mathematical scientists in industry and academia, and increase the impact of mathematical and statistical research.
- Encourage the participation of students, early career researchers, and female mathematicians.
- Serve the entire mathematics community in Australia and across the globe.

Timing

Please indicate the desired time of year of the program, providing a few options. Activities of MATRIX usually take place during June-July or November-February. Timing is particularly important for events with larger number of attendees as appropriate capacity may not always be available.

Participants

Organisers are expected to spend a significant amount of time at MATRIX during the program. The program proposal identifies senior researchers and their affiliations, including a short bio and details of their time commitment at MATRIX. The proposal also lists intended participants and their affiliations, categorised in the sub-lists *highly desirable*, *desirable* and *reserve*, and displaying a good balance of researchers in each sub-list with respect to gender and career stage, and with confirmation of key participants and intended time of visit where possible.

Activities

For programs containing a focus week, a short course, a workshop or any other event, the proposal identifies the timing of this within the program and the anticipated number of additional participants. For example, an introductory workshop may attract double the number of participants compared to those staying for a longer period.

Accommodation and Budget

MATRIX provides

- meeting facilities
- shared office spaces with individual desks for up to 20 participants
- administrative support staff, e.g. for email correspondence with participants
- invoicing
- basic on-site accommodation for up to 20 participants per day of the program
- partial cost of meals

Program organisers are strongly encouraged to identify other sources of funding, for example for travel. MATRIX will work cooperatively with AMSI and MATRIX program organisers are encouraged to apply to AMSI for support for embedded workshops and associated activities. Additional MATRIX funding is available subject to negotiation, and MATRIX staff will work together with successful applicants to develop a detailed budget.

In 2016 the activities of MATRIX will take place on the Creswick campus of The University of Melbourne. The campus offers good basic college rooms with a wash basin and desk but otherwise shared facilities. Use of the on-campus accommodation is strongly encouraged but there is some alternative accommodation available in the town of Creswick, and other accommodation can be found in the neighbouring towns of Ballarat and Daylesford, both of which are popular weekend getaways for Melburnians. MATRIX will fund these (more expensive) options up to the equivalent of the on-campus accommodation. MATRIX staff will assist in booking off-campus accommodation and providing a shuttle service to and from the campus. Accommodation options are available on the MATRIX website (online soon). The proposal should identify details of required accommodation options.

Checklist

Essential items of a proposal as described above include, but are not limited to,

- Title and organisers including affiliations
- Outline, impact and expectations of research program
- Identification of key participants
- A balanced list of (highly) desired and confirmed participants with affiliations, email addresses and intended time of visit
- Identification of additional sources of funding and additional budgetary requirements
- Timing of the program
- A list of embedded events
- Accommodation requirements