

STANFORD

HUMANITIES

CENTER

2006 — 2007

Research Workshops  
Coordinators' Manual

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## WELCOME TO THE RESEARCH WORKSHOPS

Now in their 12th year, the Research Workshops are vital and exciting because of the energy and commitment of their faculty and graduate student leaders. We appreciate your providing intellectual leadership and administrative coordination for your workshop. The workshop program creates a crucial venue for collegial interaction across departmental lines and among those at different stages of their academic careers. New theories and cutting-edge developments from a wide range of academic fields give rise to discussion and debate. The workshops also create opportunities for students to develop as professionals and for faculty to offer intellectual guidance to students apart from the conventional role of dissertation advisor. In addition, the workshops also provide essential connections for scholars at Bay Area institutions and those working in similar fields throughout the U.S. and abroad.

Each year's evaluations remind us that the workshops play an invaluable role for graduate students and provide enriching experiences for faculty. Graduate students note that workshops offer substantive contact with other scholars, both within their field and beyond their own disciplines. Faculty members routinely write about the powerful experience of helping students become professional peers. Dissertation-stage students value the intellectual support, the chance to take a break from the often isolating experience of researching and writing, and the opportunity to obtain feedback and encouragement for their work.

This year's workshop faculty and graduate coordinators represent an increasingly diverse range of departments and programs at Stanford, including the Law School and the social sciences, in addition to traditional humanities fields:

|                                  |                   |
|----------------------------------|-------------------|
| Art and Art History              | French/Italian    |
| Classical Archaeology            | History           |
| Classics                         | Law               |
| Communications                   | MTL               |
| Comparative Literature           | Music             |
| Cultural and Social Anthropology | Philosophy        |
| English                          | Political Science |
| Ethics In Society                | Religious Studies |

As always, the Humanities Center Staff, including our Workshop Administrator, Kent Safford (safford@stanford.edu), are ready to help answer your questions or to assist in resolving any problems that arise. We look forward to working with those of you who are new to the program and we welcome back many of you whose workshops are continuing!

Sincerely,

Matthew Tiews  
Associate Director, Stanford Humanities Center

## FURTHER COLLABORATIVE OPPORTUNITIES

The Humanities Center encourages you to share information about your group's interests and activities with your fellow workshop coordinators and participants. We especially urge workshops to work together to host events or speakers that may be of interest to more than one group. Feel free to trade strategies about how to improve the effectiveness of your workshops, including ways to transform research efforts into tangible results: a conference, a collection of essays, multimedia features on your web site or new prospects for collaborative research with faculty or students from other institutions. Contact Matthew Tiews for more information ([mtiews@stanford.edu](mailto:mtiews@stanford.edu)).

### Humanities Research Network (HRN)

The Humanities Center's Humanities Research Network (HRN) is an initiative to foster collaboration within the Research Workshops and the Network Projects (see below). It consists of several interrelated elements;

#### humanitiesnetwork.org

Workshop facilitators will receive invitations to join the website [humanitiesnetwork.org](http://humanitiesnetwork.org), where you can create and manage a group space for your workshop. The group spaces include a list of members, discussion forums, wikis and the ability to upload papers for distribution. Information about [humanitiesnetwork.org](http://humanitiesnetwork.org) will be introduced during orientation. You are encouraged to consult with our Technology Projects Manager, Nicole Coleman, about how to make the most of this new resource for the workshops ([cnc@stanford.edu](mailto:cnc@stanford.edu)).

### Humanities Center Computer Lab

We are pleased to offer the workshops equipment and a lab at the Center to support the creation of content for workshops and to document workshop activities. HAL (Humanities Archive Lab), located in room #117, offers computers, scanners (for images, text, and slides), printers, and modular furniture to make collaborative work easy. We also have ipods, microphones, digital cameras, laptops and video cameras. This equipment can be used to record or even webcast your workshop sessions. *Training is required.* Orientation in Fall Quarter will include an introduction to office hours when a student assistant will also be available to assist in using the lab. For more information see <http://shc.stanford.edu/center/hal.htm>.

### Network Projects

The Network Projects foster collaborative research that includes scholars at other institutions as well as Stanford faculty and graduate students. Since the workshops are already crucial venues for collaborative exchange, we encourage participants to consider proposing projects involving scholars at other institutions. Network projects should include a defined outcome, such as a collection of essays, co-authored book, or highly developed research-oriented web site. A description of the program is available on the SHC web site (<http://shc.stanford.edu/digital/network.htm>), and more information will be made available at information meetings Fall Quarter.

## CAMPAIGN TO ENDOW THE WORKSHOPS

No program at the Stanford Humanities Center has been more innovative and successful than the Research Workshops. They have fundamentally changed the landscape of the humanities at Stanford and are recognized as one of the best venues for faculty and graduate students in the humanities to connect with one another and to pursue new avenues of research.

Entering their 12<sup>th</sup> year this fall, the workshops provide a compelling model for supporting collaborative research. As evidence of their success, the Center was awarded two five-year expendable grants from the Andrew W. Mellon Foundation. This grant support ended in 2004-05, but the Mellon Foundation has generously pledged up to \$1 million in matching funds to the Center towards its campaign to endow the workshops. Additionally, the National Endowment for the Humanities awarded the Humanities Center a Challenge Grant of \$600,000 in matching money for the endowment campaign.

Friends of the Center, including current and former workshop coordinators and participants, are invited to join Mellon and NEH to help endow the workshops by supporting this campaign. With the matches, every dollar given becomes \$2.50. There are a variety of ways you can help:

- Make a gift to the campaign (gifts of any size are welcome)
- Contribute professional fees through the Center's new Donate Your Honoraria program
- Help the Center contact former workshop participants
- Publicize the online giving page on the Center's website: (<http://shc.stanford.edu/center/giving.htm>)
- Share fundraising ideas
- Seek outside funding for workshops during the fundraising period

*NOTE: Former Fellows are eligible for the Peter Bing Matching Challenge (See <http://shc.stanford.edu/center/formerfellows.htm>)*

The Center will continue to fund approximately 15 workshops during the campaign period as it works towards full endowment. The Center is fully committed to the workshops as a vital resource for humanities scholarship at Stanford.

# WORKSHOP ADMINISTRATION

## CONTACT INFORMATION

Research Workshops Program  
Stanford Humanities Center  
424 Santa Teresa Street, Room 145  
Stanford, CA 94305-4015

Phone: (650) 724-8169  
Fax: (650) 723-1895  
Web: <http://shc.stanford.edu/workshops/>

### Staff:

Kent Safford, Research Workshop Program Administrator  
[safford@stanford.edu](mailto:safford@stanford.edu), (650) 724-8169

Matthew Tiews, Humanities Center Associate Director  
[mtiews@stanford.edu](mailto:mtiews@stanford.edu), (650) 725-0896

Najwa Salame, Humanities Center Financial Administrator  
[salame@stanford.edu](mailto:salame@stanford.edu), (650) 725-1535

Nicole Coleman, Humanities Center Technology Projects Manager  
[cnc@stanford.edu](mailto:cnc@stanford.edu), (650) 724-8107

Jerold Blain, Humanities Center Office Coordinator (for room reservations)  
[jblain@stanford.edu](mailto:jblain@stanford.edu), (650) 724-0113

## WORKSHOP COORDINATORS 2006—2007

Please note that coordinators occasionally change during the year. For the most up-to-date list of workshops and coordinators, refer to the Humanities Center's website located at <http://shc.stanford.edu/>.

### **American Cultures: The Transnational Turn in American Studies**

Faculty Coordinator: Shelley Fisher Fishkin (American Studies) [sfishkin@stanford.edu](mailto:sfishkin@stanford.edu). Graduate Student Coordinators: Steven Lee (MTL) [steven.lee@stanford.edu](mailto:steven.lee@stanford.edu), Jayson Sae-Saue (MTL) [jsaesae@stanford.edu](mailto:jsaesae@stanford.edu), Nigel Hatton (MTL) [hatton@stanford.edu](mailto:hatton@stanford.edu)

### **Ancients and Moderns**

Faculty Coordinators: Giovanna Ceserani (Classics) [Ceserani@stanford.edu](mailto:Ceserani@stanford.edu); Paula Findlen (History) [pfindlen@stanford.edu](mailto:pfindlen@stanford.edu); Caroline Winterer (History) [cwinerer@stanford.edu](mailto:cwinerer@stanford.edu). Graduate Student Coordinators: Melissa Bailey (Classical Archaeology) [mabailey@stanford.edu](mailto:mabailey@stanford.edu), Susanne Sutherland (History) [srsuther@stanford.edu](mailto:srsuther@stanford.edu), Darien Totten (Classical Archaeology) [dmtotten@stanford.edu](mailto:dmtotten@stanford.edu)

### **Archaeology**

Faculty Coordinator: Ian Hodder (Cultural and Social Anthropology / Archaeology Center) [ihodder@stanford.edu](mailto:ihodder@stanford.edu). Graduate Student Coordinators: Kathryn Lafrenz (Cultural/Social Anthropology) [lafrenz@stanford.edu](mailto:lafrenz@stanford.edu), Joshua Samuels (Cultural/Social Anthropology) [jsamuels@stanford.edu](mailto:jsamuels@stanford.edu)

### **Constructing Space in Asia**

Faculty Coordinator: Richard Vinograd (Art History) [vinograd@stanford.edu](mailto:vinograd@stanford.edu). Graduate Student Coordinators: Christine Ho (Art and Art History) [ciho@stanford.edu](mailto:ciho@stanford.edu), Ying Hu (Art and Art History) [yinghu@stanford.edu](mailto:yinghu@stanford.edu)

### **Critical Studies in New Media**

Faculty Coordinators: Michael Shanks (Classics) [mshanks@stanford.edu](mailto:mshanks@stanford.edu); Fred Turner (Communications) [fturnere@stanford.edu](mailto:fturnere@stanford.edu). Graduate Student Coordinator: Sebastian De Vivo (Classics) [sdevivo@stanford.edu](mailto:sdevivo@stanford.edu)

### **Figuring the Present: The Contemporary Novel as Making Sense of the Now**

Faculty Coordinator: Amir Eshel (German Studies and Comparative Literature) [eshel@stanford.edu](mailto:eshel@stanford.edu). Graduate Student Coordinator: Mike Benveniste (English) [mbenv@stanford.edu](mailto:mbenv@stanford.edu)

### **French Culture Workshop**

Faculty Coordinators: Dan Edelstein (French) [danedels@stanford.edu](mailto:danedels@stanford.edu) and J.P. Daughton (History) [Daughton@stanford.edu](mailto:Daughton@stanford.edu). Graduate Student Coordinator: Sarah Streicher (French/Italian) [sstreich@stanford.edu](mailto:ssreich@stanford.edu)

### **Global Justice**

Faculty Coordinators: Debra Satz (Philosophy and Ethics in Society) dsatz@stanford.edu; Joshua Cohen (Political Science, Philosophy, and Law) jcohen57@stanford.edu. Graduate Student Coordinator: Adam Rosenblatt (MTL) adamrose@stanford.edu

### **Interrogating Modernity and Postcoloniality**

Faculty Coordinator: Akhil Gupta (Cultural and Social Anthropology) ak Gupta@stanford.edu. Graduate Student Coordinators: Nikhil Anand (Cultural/Social Anthropology) nikhil.anand@stanford.edu, Maura Finkelstein (Cultural/Social Anthropology) mauraf@stanford.edu, Peter Samuels (MTL) psamuels@stanford.edu

### **Law and History**

Faculty Coordinator: Richard Roberts (History) rroberts@stanford.edu. Graduate Student Coordinator: Elizabeth Thornberry (History) thomb@stanford.edu

### **Literary Studies and the Digital Library: Beyond Search and Access**

Faculty Coordinator: Matthew Jockers (English) mjockers@stanford.edu. Graduate Student Coordinator: Ed Finn (English) edfinn@stanford.edu

### **Logical Methods in the Humanities**

Faculty Coordinator: Grigori Mints (Philosophy) mints@turing.stanford.edu. Graduate Student Coordinator: Tomohiro Hoshi (Philosophy) thoshi@stanford.edu

### **Multidisciplinary Approaches to Medieval and Early Modern Studies**

Faculty Coordinators: David Riggs (English) riggs@stanford.edu and Philippe Buc (History) igorbuc@stanford.edu. Graduate Student Coordinators: Noah Millstone (History) ncm@stanford.edu

### **Music, Aesthetics, and Critical Theory**

Faculty Coordinators: Thomas Grey (Music) tsgrey@stanford.edu and Heather Hadlock (Music) hhadlock@stanford.edu. Graduate Student Coordinators: Erick Arenas (Music) earenas@stanford.edu, Kiri Heel (Music) kheel@stanford.edu, Connie Lau (Music) cclau@stanford.edu

### **The Philosophical Reading Group**

Faculty Coordinator: Hans Ulrich Gumbrecht (Comparative Literature and French and Italian) sepp@stanford.edu. Graduate Student Coordinator: Fabian Goppelsröder (Comparative Literature) fabigo@stanford.edu

### **Translations and Transformations of Classical Texts**

Faculty Coordinator: Susanna Braund (Classics) [susannab@stanford.edu](mailto:susannab@stanford.edu). Graduate Student Coordinators: Ellie Pojarska (Comparative Literature) [Pojarska@stanford.edu](mailto:Pojarska@stanford.edu), Rachel Ahern (Classics) [rahern@stanford.edu](mailto:rahern@stanford.edu)

### **Visualizing Knowledge: From Alberti's Window to Digital Arrays**

Faculty Coordinator: Michael Marrinan (Art History) [mmsfo@stanford.edu](mailto:mmsfo@stanford.edu). Graduate Student Coordinator: Joann Kleinneier (English) [joannk@stanford.edu](mailto:joannk@stanford.edu)

# THE WORKSHOP PROGRAM TOP TEN

## Top Five Financial Rules to Know

1. University and federal government rules for reimbursing expenses and for paying honoraria to foreign visitors are complex. Read the section in the coordinator's manual on inviting foreign and non-US citizens. We encourage you to check in with the Workshop Administrator prior to mailing the invitation.
2. There is a \$1200 per year limit on food purchases for each workshop, as well as a \$1000 per year limit on book purchases; no alcohol can be paid for out of workshop funds.
3. A maximum of one-third of your total budget can be spent on one event.
4. All receipts should be submitted as soon as possible. Receipts must be received by June 29, 2007 in order to be paid out of workshop funds.
5. Workshop funds do not roll over into the next year. Workshops must use all their funds in the year that they are issued.

## Top Five Program Requirements to Know

1. Graduate coordinators must attend orientation sessions in the fall. Faculty coordinators should also attend, as they are responsible for complying with all policies covered in this manual and other Stanford University and Humanities Center policies. Department administrators are also encouraged to attend.
2. Workshops must meet at least 3 times per quarter.
3. Schedules of your workshop meetings must be submitted to Kent Safford so that they can be listed on the Humanities Center website. All Fall Quarter meetings should be submitted by October 1.
4. In the Spring Quarter, workshop coordinators must distribute, collect, and return participant evaluation forms.
5. In the spring, each workshop must complete an end-of-year report detailing workshop activities throughout the year. See page 19 of the manual for specific requirements.

## ABOUT THE RESEARCH WORKSHOPS

The Research Workshops at the Stanford Humanities Center bring together groups of Stanford faculty members and advanced graduate students, as well as visiting scholars, and those at other local institutions to present their current research and otherwise explore topics of common intellectual concern. Workshops meet regularly (at least three times a quarter) during the academic year. Many workshop meetings, particularly those organized as lectures, conferences, or symposia are open to the Stanford community and to the public at large.

Proposals for new workshops or for renewal of current workshops are submitted by faculty and graduate students in Spring Quarter. These proposals are reviewed by a selection committee, and the slate of workshops for the following academic year is announced in June.

### Core Goals

- To realize and develop latent research agendas
- To explore ideas and issues that cross the usual disciplinary or institutional boundaries
- To provide a unique context for graduate work, where advanced students working on their dissertations receive the support and stimulation that come from participation in a shared intellectual enterprise with faculty
- To help graduate students develop the professional skills marking their transition from their role as students to active scholars addressing a community of peers
- To support collaborative research, particularly in the development of areas of research that no single researcher or institution could address alone

The program offers faculty and students from Stanford as well as other institutions a kind of engagement that exists nowhere else at the university. They meet outside of traditional departmental boundaries in interdisciplinary collaborations to explore research topics that they themselves determine. The program thus supports faculty in their efforts to investigate and construct new areas of research in a time of shifting disciplinary boundaries, while encouraging graduate studies to participate in ongoing scholarly dialogues.

### How diverse are the workshops?

These are faculty and student-driven groups, inspired by current intellectual interests. Some groups meet for a year to discuss a specific and timely event or issue. For example, a 1997-98 workshop focused on the Gary Snyder poem sequence, *Mountains and Rivers Without End*. Others are organized around emerging disciplinary or area studies themes, such as *Interrogating Modernity and Postcoloniality* or *Critical Studies in New Media*. Recently, workshops have increased their interdisciplinary reach; workshops such as *Global Justice* draw participants from science, law, business, and engineering as well as traditional humanities fields.

## How are the workshops selected?

The Humanities Center's Executive Committee serves as both the selection and review committee for the Research Workshops Program. In consultation with the Humanities Center Director and Associate Director, this committee decides which workshop proposals receive funding. Workshops may need to submit supplementary materials before receiving final funding approval. The Center expects to fund approximately 15 workshops per year.

## What support does the Center provide for the program?

In addition to selecting workshops, the Humanities Center is responsible for financial and administrative oversight of the program. The Center designs policies to ensure the workshops' intellectual success and its compliance with the terms of its funding agencies and university regulations. The Humanities Center has a 75% FTE Workshop Administrator to help oversee the workshops program and provide administrative support.

## How do the Workshops fit into the mission of the Humanities Center?

The Research Workshops fulfill the Center's mission to bring together those who will be shaping future studies in the humanities. In conjunction with its fellowships and public programs and outreach through public events, the workshops provide a crucial forum for scholarly research. The Center is committed to the proposition that the process of learning is a shared endeavor—where significant intellectual problems are defined, tested, and transcended in the context of continuing intellectual discourse. Too often graduate students in humanities disciplines find themselves working in isolation at the crucial research stage of their graduate work. Workshops provide one way that the Humanities Center encourages graduate students to enter into scholarly dialogues, and supports faculty in their efforts to break new ground in graduate research and training in the humanities. The workshops also offer a venue whereby Humanities Center faculty fellows can make their intellectual contribution to the Stanford community.

## How did the workshop program get started at Stanford?

For eleven years, the Research Workshops Program was sustained by two term grants from the Mellon Foundation. Inspired by a similar program at the University of Chicago, the Research Workshops were proposed by Keith Michael Baker in 1994 during his tenure as Director of the Humanities Center. Currently, the program is funded by a combination of university, endowment, and bridge funds from the Mellon Foundation.

## Future Support

The Humanities Center is currently fundraising to endow the workshops in perpetuity. The Mellon Foundation and the National Endowment for the Humanities have both pledged matching funds to help the Center endow this program. The Center is fully committed to continuing the workshops during this fundraising period, and seeks the support of faculty and graduate students in this effort so that we can make this vital program a permanent part of the humanities at Stanford.

## WORKSHOP COORDINATOR RESPONSIBILITIES

The three main areas of responsibility for Workshop Coordinators include:

1. Coordinating logistical and financial matters for the workshop,
2. Fulfilling reporting requirements, and
3. Providing intellectual leadership.

Although the specific delegation of leadership and coordination work in each workshop varies, the following paragraphs sketch out the basic expectations of workshop leaders. Faculty Coordinators are responsible for making sure that all those involved in leading a workshop comply with workshop policies and meet the highest scholarly standards.

### Logistical and Financial Coordination

Faculty and Graduate Student Coordinators are responsible for the logistical and financial management of their workshops. This typically includes such tasks as:

- Scheduling rooms for meetings
- Arranging for AV equipment and support (LCD projectors, VCRs, videotaping, etc)
- Copying workshop administrator on all correspondence with invited speakers, their travel arrangements and honoraria
- Arranging and cleaning up food/catering
- Keeping track of spending and staying within budget
- Complying with granting agency and Stanford University policies
- Publicizing workshop activities
- Distributing and/or posting readings to the web
- Inviting workshop speakers
- Arranging workshop speakers' transportation, accommodations, and meals
- Organizing special events, such as conferences and colloquia
- Making sure that workshop organizers (themselves included) are reimbursed promptly for any workshop expenses they incur
- Providing up-to-date schedules to the Workshop Administrator
- Keeping the Workshop Administrator apprised of all details regarding visiting scholars scheduled to speak at workshop meetings

### Fulfilling Program Reporting Requirements

Although the primary reporting responsibility for the workshops rests with Faculty Coordinators, Graduate Student Coordinators also participate in fulfilling Workshops reporting requirements. These include providing the following information to the Workshops Administrator:

- Providing workshop administrator with schedule information for posting online

- Including the Workshops Administrator on any workshop email distribution lists or listservs
- Providing a workshop membership list at the beginning and end of the year
- Saving two copies of any publicity materials to turn in with the end-of-year report or turning these in during the year. We appreciate electronic versions wherever possible (e.g. PDFs or JPEGs)
- Distributing, collecting and returning completed participant evaluations in Spring Quarter
- Writing the end-of-year report, which should include all workshop meeting information, including dates and locations, speaker names, and talk titles

We encourage coordinators to archive workshop events when possible by audio or video recording, and consider taking photos of group activities. The Humanities Center may also record or photograph workshop sessions for publicity or archival purposes.

## Intellectual Stewardship

Faculty Coordinators are primarily responsible for intellectual stewardship of the Research Workshops, but Graduate Coordinators should also be actively involved in designing the intellectual program/design of the workshop. The interaction between Graduate and Faculty Coordinators often sets the tone for collegial interaction between other students and faculty in the workshops. Graduate Student Coordinators play a vital role in making the workshops welcoming and comfortable spaces for other graduate students. Intellectual stewardship in the Research Workshops also means:

- Defining an area of intellectual inquiry that is compelling to an interdisciplinary audience
- Recruiting membership from a broad range of humanities disciplines
- Articulating important emerging issues and trends within your chosen field
- Responding to evolving intellectual interests of your group throughout the year
- Encouraging Stanford graduate students and faculty, as well as outside speakers, to present work-in-progress
- Ensuring a collegial tone for workshop interactions and avoiding hierarchies between faculty and graduate students
- Promoting graduate students' professional development by encouraging networking with established scholars in your field, and collaborative work with faculty, and presentation of work throughout the year
- Promoting collaborative work with scholars outside Stanford. A number of workshops have produced collaborative research projects leading to outside grants or publication of collections of essays
- Creating a web archive of workshop papers, work-in-progress reports, and reports

# WORKSHOP PROGRAM REQUIREMENTS

## Relation of Research Workshops to Courses

The Research Workshops serve as a venue to exchange and present ongoing research among faculty and graduate students. Workshops may emerge from courses, and ideas for courses may arise from workshops, but workshops may not formally substitute for courses or function concurrently as extensions of graduate or undergraduate courses. Workshops must remain open to any Stanford graduate student or faculty member who wishes to attend. Moreover, a workshop cannot count for course credit, nor can students be required to attend workshop meetings as credit for another course. Undergraduates may participate in workshops on an occasional basis, but given the focus on advanced research, only exceptional undergraduates will normally serve as core participants.

## Orientation Meetings

Graduate student coordinators must attend an orientation session in the fall in order to receive access to the Humanities Center computing lab, account information and authority to charge expenses for the workshop. Faculty coordinators are encouraged to attend these orientation sessions as well. Both faculty and graduate student coordinators are responsible for knowledge of and compliance with all materials in the coordinators' manual.

## Schedules

Research Workshops must meet regularly, at least three times per quarter. Workshop schedules are posted on the Center website using information provided by workshop coordinators. Payments and reimbursements will not be made if there is no information about the meeting at which the expense was incurred. Workshop coordinators must keep the Workshop Administrator apprised of all information concerning visiting speakers.

Workshops must be open to all Stanford graduate students and faculty, within reasonable limits of size. We ask you not to restrict active participation below twenty-five members. We encourage workshops to invite participation from the Bay Area scholarly community and to hold occasional events that are open to the public.

## Publicity

Workshops should use the following statement on all publicity and announcements: "Sponsored by the Stanford Humanities Center. Made possible by support from the Mellon Foundation, the National Endowment for the Humanities, and the Stanford University Dean of Research."

As part of our endowment campaign, some workshops may be named in honor of a donor. If your workshop is named, you will be notified and asked to include that information in your publicity materials.

## Humanities Center Facilities and Availability

The Research Workshops have priority over other campus groups for using the meeting rooms at the Humanities Center. However, the Humanities Center has first priority in using its

meeting rooms and may, in unusual circumstances, have to override a workshop's reservation. If this should be necessary, we will notify you as soon as possible. Workshops may sign up for space at the Center for the coming academic year after September 1, 2006.

### Meeting Room Hours

- Monday – Friday: 4 pm – 10 pm (this includes the time needed for set-up and clean up)
- Fridays: Levinthal Hall only available beginning at 1 pm for colloquia and conferences\*
- Saturday – Sunday: All Day

\* Colloquia and conferences using the meeting rooms are required to bring someone to set up in the lobby and to field inquiries. Please do not ask Humanities Center staff for assistance. Light refreshments (no lunches) may be served in connection with your event booked for Friday afternoon. Meals on the weekends may include lunch, but no dinner.

### Fees

Fees are generally waived for the Research Workshops. However, if your workshop leaves food or trash in a meeting room requiring immediate cleaning, your workshop will be charged \$50. If the building or equipment are damaged in any way, the workshop responsible will incur charges.

### Requesting Space

- **When:** Research Workshops may request space for the 2006 – 2007 academic year beginning September 1, 2006. Other campus groups will be able to request space beginning October 2, 2006.
- **How:** To request use of the meeting rooms, please email Jerold Blain, the Stanford Humanities Center Office Coordinator, [jblain@stanford.edu](mailto:jblain@stanford.edu). Your reservation will be confirmed by email within 3-4 days.
- **Confirmation:** Your reservation is not booked until you receive written confirmation by email from Jerold Blain. All workshop coordinators using Stanford Humanities Center facilities must be familiar with and follow all rules. A complete list of Humanities Center facilities rules is listed in Appendix F.

### Humanities Center Facility Policies

Complete policies for the use of Humanities Center facilities are included in Appendix F of this manual and are also available on the Center's website. Please note all facility policies and follow all rules and guidelines. As the workshop coordinator, you are responsible for the actions of your workshop while using the Humanities Center rooms and facilities and must have someone on hand at all times to answer questions, direct traffic, and minimize the impact of the meeting on Humanities Center Fellows. Minors must be under the direct supervision of a responsible adult while in the building or on the premises in order to protect them from injury and avoid disruption to fellows in their offices. A small box with utensils and cleaning supplies will be available in the Board Room cabinets. Please do not take or borrow items from the Kitchen in the staff wing or the Watt common room.

## WORKSHOP REPORTING REQUIREMENTS

In Spring Quarter, each workshop must provide a year-end report (see below) detailing the workshop's intellectual activities during the year. A list of meetings and presentations is required (please include names of speakers, talk titles, locations, and dates). Coordinators must oversee dissemination, completion and collection of workshop participant evaluations. Additional mid-year reporting may be required in special cases (e.g. failure to hold the minimum number of required meetings per quarter).

### End-of-Year Report

- 1 Please provide a short summary (100 words maximum) of your workshop's goals and activities over this past year. This summary is destined for the Humanities Center's annual report, so please write for a broad audience. This is in addition to your narrative (#2 below) but it can be a summary of that narrative. We reserve the right to edit this for publication.
- 2 Please provide a narrative explaining your goals for the year, successes, problems, and areas for improvement, as well as plans for the future, if applicable. Please give specifics wherever possible.
- 3 Please provide a list of all workshop meetings for the year, including date, time, location, speaker, and title of talk.
- 4 Please provide copies of all print and email publicity for your events, including posters, advertisements, etc. You may send these as electronic versions if you have them.
- 5 Please provide an estimate of attendance at workshop meetings over the course of the year for both faculty and graduate student participants.

**Evaluations:** Any workshops that have not yet submitted their evaluations should do so with the submission of this report.

**Deadline:** The submission deadline is Friday, June 29<sup>th</sup>, 2007. Reports can be submitted electronically to Kent Safford at [safford@stanford.edu](mailto:safford@stanford.edu) or in hard copy in person, or via ID mail (MC: 4015)

## WORKSHOP FINANCIAL POLICIES

- ❑ All Graduate Student Coordinators must complete the GFS Stipend Form and submit by October 1, 2006.
- ❑ Forms for honoraria requests (US Citizens/Residents and Foreign) must be submitted one month prior to presentation date if honorarium is expected at time of presentation.

### Funding, Charges, and Limits

Each approved workshop is allotted up to \$7,500 to spend for the 2006–2007 academic year (September – June) depending upon total funding requested in each workshop's proposed budget. If a workshop is approved for a subsequent year, any unspent funds from a previous year will not carry over but will be returned to the general pool of funds available for future workshops.

Workshops will be partially funded by grant funds from the Mellon Foundation in 2006-07. All workshop purchases and expenses must comply with Stanford University, Office of Sponsored Research, and Mellon Foundation rules and guidelines. It is not uncommon for workshop coordinators to request additional funds from their departments and programs to cover expenses that are outside of these policies. We encourage workshops to seek such funds.

Workshop funds may not be used to hire staff, consultants or students apart from the graduate coordinators. If you have questions about whether or not an expense is allowable, please consult with the Humanities Center's Workshop Administrator, Financial Manager, or Associate Director before incurring any charges.

Extraordinary expenses or overruns may also be charged to faculty coordinator research accounts where available. The School of Humanities & Sciences provides supplemental funds to Stanford faculty in the school so long as their workshop participation is not part of their intellectual contribution to the Humanities Center.

Maximum charges also apply in the following categories: food, books, and per-event charges, and gratuities.

- **A total of \$1,200 per workshop per year may be spent on food.** This includes snacks and/or catering during your meeting, as well as dinners with visiting speakers. Please plan carefully and search out additional means of funding so that you will not go over your food limit for the year.
- Additionally, **a maximum of 1/3 of your total budget can be spent on a single event.** Many workshops ask departments and programs to co-sponsor special events such as symposia and seminars in order to avoid depleting the workshop funds on one event.
- There is also a **maximum of \$1,000 that may be spent on books** per workshop per year. Books may be purchased for distribution to workshop participants

in preparation for discussion at a meeting, or for reference throughout the quarter. In order to be reimbursed for book expenses, workshop coordinators must be able to demonstrate that the books purchased were directly linked to a workshop activity. (Please note: Many coordinators prefer to purchase books through online distributors such as Barnes&Noble.com and Amazon.com. Although these companies do not charge sales tax on Internet purchases, Stanford University is required by law to pay sales tax on all acquisitions that are billed to an SU account. Therefore, please be aware that an additional sales tax fee (at 8.25%) will be deducted from the workshop account and appear on your monthly budget statement.)

- Reimbursement of **tips and gratuities cannot exceed 20%** unless there is a mandatory banquet service charge for a large group. Again, if you exceed this amount and wish to be reimbursed, you must provide an alternative account to which the amount can be billed. If you are asking for supplemental funds from a department to cover gratuity, it is up to the department administrator's discretion as to whether or not you will be reimbursed for the amount that exceeds 20%.

For **limits on honoraria payments**, please see Reimbursing Visiting Speakers – page 28 and Paying Honoraria – page 29.

## No Alcohol or Entertainment Charges

**The Mellon Foundation policies on sponsored accounts specifically prohibit using the workshop grant money for buying alcohol.** Alcohol expenses incurred by workshops, including tax and gratuity on alcohol purchases at restaurants, must be covered by outside funds. You can significantly expedite the reimbursement process by asking restaurants to put any alcohol charges on a separate receipt.

## No Carryforward of Workshop Funds

Workshop funds do not roll over into the next year. Workshops must use all their funds in the year that they are issued. Workshop expenses should be submitted as soon as possible after each event. **All receipts must be submitted by June 29th, 2007.**

## No Reimbursement of Rental Car Insurance

Stanford University carries its own rental car insurance for those traveling on university business. Extra insurance purchased by the traveler will not be reimbursed.

## Petty Cash Charges

You may be reimbursed by petty cash at the Stanford Humanities Center for workshop related expenses up to \$150. You must provide complete back up documentation that indicates the nature, location, time, and amount of the expense. Again, no alcohol, gifts or unallowable expenses can be reimbursed. Petty cash reimbursement hours are Monday—Thursday 9 AM-12 Noon and 1 PM-4 PM.

## COORDINATOR STIPENDS

### Humanities and Sciences Support for Faculty Stipends

The Office of the Dean of the School of Humanities and Sciences supports the Research Workshops by providing \$1,200 per workshop in research funds to the faculty coordinator(s) who are from the School of Humanities and Sciences. If there are co-coordinators, the funds are split evenly between them. Only Stanford faculty members from Humanities and Sciences are eligible to receive this stipend. Please note that this stipend is awarded through the Deans Office and is not a part of your \$7,500 workshop budget.

*In situations where faculty coordinators also hold a fellowship at the Stanford Humanities Center, a stipend is not awarded by the Dean's Office in addition to the fellowship. For these faculty coordinators, participation in the Research Workshops also serves to fulfill the intellectual contribution to Stanford that the fellowship requires.*

These supplemental stipends are not administered by the Humanities Center. The Workshop Administrator provides a list of Faculty Coordinators to the Dean's Office, which then transfers the funds into the appropriate research accounts. Faculty coordinators do not need to take any special steps to arrange for receipt of these funds, but please be advised that this transfer usually takes place later in the academic year.

These funds may be used to cover expenses that are not allowable under the terms of the Mellon grant or to cover cost overruns by the workshop.

### Graduate Student Stipends

Graduate student coordinators receive a stipend of \$1,800 for the year, which is disbursed at the start of each quarter (\$600/quarter) through the GFS system. As with the faculty coordinator funds, the stipend is allotted per workshop, not per individual. If there are multiple graduate coordinators for a workshop the amount is split evenly between them per quarter. *However, unlike the faculty stipend, this \$1800 is subtracted from the \$7,500 workshop budget.*

Graduate Student Coordinator stipends are administered by the Humanities Center. The payment forms will be sent out electronically as a PDF prior to the fall orientation meeting. Extra forms will be available at the orientation meeting. You must complete the form, have it approved and signed by the workshop's Faculty Coordinator, then return it to the Workshop Administrator. No matter which quarter you are responsible for, you must return the form by October 1, 2006 to receive timely payment.

## FINANCIAL STATEMENTS, ACCOUNTS & RECEIPTS

The Research Workshop Administrator at the Humanities Center handles all financial administration for the workshops—processing reimbursements, petty cash transactions, and honoraria requests for speakers, and requesting payments for travel-related charges.

Please bring us receipts, and ask questions via phone, email, or in person during the Workshop Coordinator's office hours:

Research Workshops Program  
Stanford Humanities Center  
424 Santa Teresa Street, Room 145  
Stanford, CA 94305-4015

Phone: (650) 724-8169  
Fax: (650) 723-1895  
Web: <http://shc.stanford.edu/workshops/>

Kent Safford, Research Workshop Administrator, Email: [safford@stanford.edu](mailto:safford@stanford.edu) (administrative questions; Kent's usual work hours are 9 am-12 noon, 1 pm-4 pm M-F)

Najwa Salame, Humanities Center Financial Manager, Email: [salame@stanford.edu](mailto:salame@stanford.edu) (financial approvals)

Matthew Tiews, Humanities Center Associate Director, Email: [mtiews@stanford.edu](mailto:mtiews@stanford.edu) (policy questions)

### Monthly Financial Statements

Each month, the Workshop Administrator will send an email to all workshop coordinators containing a summary of the workshop's spending to date, along with the original budget projections for each category (i.e. honoraria, travel, hotels, etc). The financial statements are derived from information provided by Stanford's Controllers office and should be considered the authoritative source for the workshop's account balance.

If you notice a discrepancy in the statement, or have questions regarding expenditures, please contact the Workshop Administrator right away! The statements are provided to the workshop coordinators so that they can track spending; however workshop coordinators are ultimately responsible for managing expenses. To ensure accurate accounting, coordinators must notify the Workshop Administrator immediately of all expenses charged to the account using direct billing.

### Research Workshop Accounts

Each workshop is assigned an individual Project-Task-Award (PTA). This PTA can also be used for placing requests with Stanford Events & Services, processing PCard expenses, and ordering food through Stanford Catering. You will receive your workshop's PTA after completing the

program orientation in the fall. In order to receive your PTA, you must attend orientation or make alternate arrangements. Please keep your PTA confidential.

## Receipts

All receipts must show the:

Date

Amount of Expense

Purpose of the expense (for example, "Airport Shuttle"). If any of this information is unclear on the receipts, please write an explanatory note on the back of the receipt, or attach a separate sheet if you need more space (for example: names of attendees at a workshop debrief dinner).

**Credit card purchases:** To reimburse a credit card purchase, we need both the charge receipt and the itemized receipt given to you by the vendor.

**Airline receipts:** A copy of the original ticket(s), duplicate ticket, or printout of the e-ticket is acceptable as long as it shows the traveler's name, the ticket number, airline, and amount paid. When paying by credit card, include a copy of the credit card statement.

**Book receipts:** Books may be purchased for distribution to workshop participants in preparation for discussion at a meeting, or for reference throughout the quarter. In order to be reimbursed for book expenses, workshop coordinators must be able to demonstrate that the books purchased were directly linked to a workshop activity.

Along with itemized receipts and proof of payment, please provide a list of all participants who receive a copy of the book and the date(s) of discussion(s) related to the book.

**Meal receipts:** You **must** provide the name of each individual who attended the meal and specific information on the occasion for which the food was purchased (i.e. the workshop gathered to dine with a guest speaker. If the meal took place at a restaurant, please give the name and location of the restaurant, as well as an itemized receipt for the food ordered.

**Alcohol cannot be reimbursed with workshop funds due to Mellon Foundation policies.** You can significantly expedite the reimbursement process by asking restaurants to put any alcohol charges on a separate receipt.

**Lost receipts:** If you lose a receipt, you must fill out a Lost Receipt Memo (see appendices for a copy of this form, or get one from the Workshop Administrator) and provide proof of payment for the expense (bank or credit card statement).

## WORKSHOP EXPENSES AND REIMBURSEMENTS

There are three basic ways to deal with workshop expenses, depending on the circumstances of the expense:

1. Direct billing the expense to the Center, such as with Kinko's and Stanford Catering
2. Using a departmental purchasing card (PCard) if available to you
3. Paying for the expense yourself and obtaining reimbursement via petty cash funds or T & R check processing.

**Please note that due to Stanford University enforcement of IRS regulations, all requests for reimbursement submitted more than sixty (60) days after the event takes place will be processed as income to the person who incurred the expense.**

If the workshop expenses are less than \$150, the reimbursement can be processed immediately in cash through our petty cash fund (see petty cash policy on page 21). For charges over \$150, you will be reimbursed through check or direct deposit from the Travel & Reimbursement department. In both cases, you must submit an itemized receipt to the Workshop Administrator, indicating the workshop meeting that the expense was associated with.

**Since the reimbursement process can take from 6 to 8 weeks, we strongly discourage student coordinators from putting expenses on their personal credit cards.**

The Humanities Center does not provide PCards for workshop coordinators. If your department allows, you may use its PCard to purchase items for your workshop. You must give the departmental PCard administrator your workshop account number and keep a copy of the receipt to submit to the Workshop Administrator so that the charge will be approved.

If you are arranging travel or lodging for a visitor, or if you are contracting for professional services (e.g. poster design), your vendor may bill the Humanities Center directly. See the following sections for information on various types of direct billing available.

### Airline Tickets & Rental Cars

We encourage you to discuss transportation arrangements with visiting speakers before their arrival. Most travelers prefer to book their own transportation. We suggest that in your letter of invitation you encourage your speakers to seek out reasonably priced airfare. As a reminder, Stanford University policy requires economy class travel.

To reimburse the traveler, we will need the usual receipts: An e-ticket confirmation showing the traveler's name, the amount of the ticket and confirmation that the ticket has been paid, or a duplicate ticket or a photocopy of the tickets showing the same information.



If you wish to use other hotels, workshop visitors or Faculty Coordinators can pay for lodging costs out-of-pocket and request reimbursement. Please include copies of the statement/folio.

## Audio-Visual Equipment, Services, and Event-Related Rentals

Items such as LCD projectors, VCRs, slide projectors, tables and chairs, and services such as videotaping, can be reserved and billed directly to your workshop's account number through Stanford's Events and Labor Services website

[http://www.stanford.edu/group/eventservice/Order\\_Process.html](http://www.stanford.edu/group/eventservice/Order_Process.html)

Use the "request for service" link to place an order, and give the following information:

- Approver Name = Kent Safford
- Approver Email = [safford@stanford.edu](mailto:safford@stanford.edu)
- Workshop PTA

Please make requests at least five working days before the date you need the item or service.

## Graphic Design

Robyn Sahleen has done high-quality, affordable graphic design work for individual workshops, and is willing to bill directly to the Research Workshop Program. Her contact info is as follows:

Robyn Sahleen Design Services  
design@redrobyn.com  
4031 N 900 W  
Pleasant View, UT 84414  
(801) 510-2610 phone  
(209) 828-3299 fax

Please give the Humanities Center address for billing, and email Kent as soon as the job is ordered so we can expedite payment.

## FedEx — Kinko's

FedEx Kinko's, located on the upper level of Tresidder, offers printing, copying and finishing services. Open Mon - Fri, 8 AM - 7 PM. Self-service machines are available. Ph: (650) 723-3132 or fax: (650) 725-8397. You can use your PTA to charge directly to your workshop, but you must submit a copy of the receipt and work order to the Workshop Administrator.

Although Kinko's offers a 30% discount to students, staff and faculty on most services, please keep in mind that off-campus copy centers may be cheaper for many copy options. You can use any off-campus copy center and be reimbursed; make sure that you keep all relevant receipts.

## Reimbursing Visiting Speakers

### IMPORTANT

**All visitors/workshop presenters** must have a **signed LA-6** in order for them to receive reimbursement for any expense (e.g. airfare, food, transportation and lodging).

Inviting and paying speakers to come to your workshop is arguably the most complicated work you will do as a Coordinator because of university requirements and changing federal policies on immigration and taxation. The following sections will help guide you through this process.

All visiting speakers must submit a signed copy of the University's LA-6 form (available in the appendices, online at our website, and from the Workshop Administrator) in order to be paid.

**No reimbursement for any expenses will be made without the signed LA-6.**

The LA-6 form is available in Appendix E1 or from:

<http://shc.stanford.edu/workshops/resources.htm>

### Reimbursing expenses to U.S. Citizens and U.S. Residents

Along with complete receipts, all U.S. citizens and U.S. residents must submit a signed:

- LA-6.**
- Additionally, a **letter of invitation** is required by travel and reimbursement. A copy of the email correspondence is sufficient. <http://shc.stanford.edu/workshops/resources.htm>

### Reimbursing expenses to visitors from outside the U.S.

Along with complete receipts\*, visitors from foreign countries must submit a signed

- LA-6** form, <http://shc.stanford.edu/workshops/resources.htm>
- A copy of their passport's **biographical** information page
- A copy of their passport's **visa** page
- Photocopy of the **I-94** arrival/departure card (stapled inside their passport). The I-94 must be photocopied while the traveler is at Stanford. Airline officials will remove it upon the traveler's return home

Please note that without an SSN (Social Security Number) or ITIN (Individual Taxpayer Identification Number) foreign residents **can** be reimbursed for travel expenses but **cannot** receive honoraria.

- Additionally, a letter of invitation is required by travel and reimbursement. A copy of the email correspondence is sufficient. See <http://shc.stanford.edu/workshops/resources.htm>

\*For travel reimbursement to foreign visitors, we need the original receipts indicating date, amount and local currency.

## Paying Honoraria

### IMPORANT

In addition to providing a signed **LA-6 Form**, in order to pay **honoraria** a **W-9** form is **also required**. (See below for details). Non-U.S. citizen visitors are required to submit additional documentation (see the sections below for more details). No exceptions can be made; Stanford University policy requires this paperwork in order to comply with IRS and Homeland Security regulations. Forms and letters are located:  
<http://shc.stanford.edu/workshops/resources.htm>

The following guidelines for honoraria payments to guest speakers will be strictly enforced:  
No honoraria may be paid to Stanford faculty and employees  
Up to a \$200 honorarium may be paid to visiting speakers from the Bay Area  
Up to a \$300 honorarium may be paid to visiting speakers staying 1-2 nights.  
Up to a \$500 honorarium may be paid to visiting speakers staying more than 2 nights.  
Up to a \$700 honorarium may be paid to visiting speakers traveling from outside North America.

If you wish to pay a higher honorarium to a speaker, you may seek contributions from other sources. You may also use the workshop faculty coordinator's research funds (given by the H&S Dean's office to support the program) to supplement an honorarium payment.

### Paying Honoraria — U.S. Citizens

**All** U.S. citizens must submit a signed

- LA-6** form.
- W-9** form.
- Additionally, a letter of invitation is required. A copy of the email correspondence is sufficient.

Note: The IRS considers honoraria income. Although the university does not withhold taxes, honoraria are reportable as taxable income.

### Paying Honoraria — Non-U.S. Citizens / U.S. Residents

**All** U.S. residents who are not U.S. citizens must submit a signed

- LA-6** form.
- W-9** form.
- Photocopy of the Green Card (Alien Registration card).
- Photocopy of the letter of invitation. A copy of the email correspondence is sufficient.

Note: The IRS considers honoraria income. Although the university does not withhold taxes, honoraria are reportable as taxable income.

## Paying honoraria to Non-U.S. Citizens / Foreign Residents

Residents of foreign countries must submit a signed

- LA-6** form
- Photocopy of the passport's **biographical** information page
- Photocopy of the passport's **visa** page
- Photocopy of the **I-94** arrival/departure card (stapled inside their passport). The I-94 **must be photocopied while the traveler is at Stanford**. The airline will remove it upon the traveler's return home.
- A **SSN** (Social Security Number) **or ITIN** (Individual Taxpayer Identification Number) **is required**. For short-term visits (under nine days), an ITIN is normally appropriate (see below). To apply for an ITIN, fill out Appendix E3 (Application for Signature Ready W-7) or download from <http://shc.stanford.edu/workshops/resources.htm>. Send all forms to the Workshop Administrator. The Bechtel International Center at Stanford will complete the process for a \$125 fee. For more information, see the section on *Obtaining an ITIN for a Foreign Visitor*. Bechtel's website is very helpful on these matters. (<https://www.stanford.edu/dept/icenter/index.html>).
- IRS form 8233** Exemption From Withholding on Compensation for Independent Services of a nonresident Alien Individual for Honoraria or services (applies only to citizens of tax treaty countries).
- Additionally, a letter of invitation is required by travel and reimbursement. A copy of the email correspondence is sufficient.

Note: The IRS considers honoraria income. Upon valid completion of form 8233, the university does not withhold tax, honoraria are reportable as taxable income.

## Obtaining a Visa for a Foreign Visitor

Most short-term visitors to the United States do not have to apply for a formal visa to enter the country. Visa and immigration requirements are always changing, however, and the time required to process visas has increased dramatically. We recommend that you contact the Bechtel International Center if you need more information on visas and bringing foreign visitors to campus. For example, Stanford University cannot pay honoraria to non-Stanford sponsored H-1B or F-1 visa holders directly (those who are employed at another university). Visitors who enter the United States on tourist visa's and stay under 9 days can be paid an honorarium, but they still need an ITIN or a SSN.

## What is an ITIN?

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine-digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, example 9XX-7X-XXXX.

The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain a Social Security Number (SSN)

from the Social Security Administration (SSA).

ITINs are issued regardless of immigration status because both resident and nonresident aliens may have U.S. tax return and payment responsibilities under the Internal Revenue Code.

### Obtaining an ITIN for a Foreign Visitor

All non-U.S. residents without a social security number must have an Individual Taxpayer Identification Number (ITIN) to be paid honoraria. ITINs are obtained through the Bechtel International Center. For the details of the ITIN procedure, visit the Bechtel International Center's website at <http://www.stanford.edu/dept/icenter/>. Currently, the ITIN procedure is as follows:

1. Obtain a copy of the visitor's passport, entry visa, and I-94 card (if applicable). Fill out the application for the signature ready W-7 (for the ITIN). This is available in the Appendix E3.
  2. Bring these documents to the Humanities Center, and we will arrange for a \$125 fee to be paid to the Bechtel International Center from your workshop account.
  3. The Workshop Administrator will take the paperwork and proof of payment to the Bechtel International Center. (Steps one through three can be done in advance of your speaker's visit.)
  4. Within a few days the Bechtel Center will issue signature-ready W-7 (ITIN) forms and an 8233 form (see below). Depending upon timing of your presenter's visit, have them sign both of these forms and return them to Kent Safford. If this is done after the visit, Bechtel will provide an electronic PDF that can be emailed to the visitor. They can download it and sign the hard copy and mail it to Kent at the Humanities Center.
  5. Bechtel will then countersign the two forms and when ready, Kent will pick them up so that they can be included in the document support for the honorarium request.
- When your visitor arrives, please copy the I-94 card (arrival/departure card) that is stapled inside their passport. This is **required for honoraria** processing and this is your only opportunity to get that copy. It is removed by customs officials upon departure from the US.

### Tax Treaty Forms (8233)

If the visitor is from a tax treaty country, federal taxes are not withheld as long as an exemption (**form 8233**) is filed. If form 8233 is not submitted, **IRS** regulations require Travel and Reimbursement to **deduct 30% of any honorarium** paid to a foreign national. Please advise any overseas or resident non-U.S. nationals that you invite to speak of this requirement. This form may be found on our web site.

## RESEARCH WORKSHOP CALENDAR

|                              |   |
|------------------------------|---|
| Thursday, September 28, 2006 | Research Workshop Coordinator Orientation 3-5 PM            |
| Thursday, October 5, 2006    | Research Workshop Coordinator Orientation 10 AM – Noon      |
| Monday, October 2, 2006      | Grad Student Coordinator Stipend Forms due                  |
| Monday, October 2, 2006      | All workshop meeting schedules due for Fall quarter         |
| Friday, December 15, 2006    | All workshop meeting schedules due for Winter quarter       |
| Friday, March 16, 2007       | All workshop meeting schedules due for Spring quarter       |
| Wednesday, April 11, 2007    | Renewing Workshops – Proposals and Evaluations due          |
| Friday, June 29, 2007        | All End of Year reports due (plus non-renewing evaluations) |
| Friday, June 29, 2007        | All Reimbursements / Honoraria must be received & approved  |

## **APPENDICES**

Appendix A – Sample formal invitation letter (US citizen or Foreign)

Appendix B – US citizen reimbursement checklist

Appendix C – Sample LA-6 / W-9 request letter

Appendix D1 – Foreign visitor reimbursement checklist

Appendix D2 – Sample foreign visitor honoraria letter

Appendix E1 – LA-6 form

Appendix E2 – W-9 form

Appendix E3 – (ITIN) Pre-application for Signature-ready W-7 & 8233 forms

Appendix E4 – IRS 8233 form (Tax Treaty - Exemption)

Appendix F – Humanities Center room reservation policies

Appendix G – Lost/missing receipt form

Appendix H – Campus meeting facilities