



Guidelines for Research Working Group Formation and Operation Continuum

Since its inception, the principal objective of the Inter-University Program for Latino Research (IUPLR) has been to foster collaborative, interdisciplinary, and comparative research on the nation's major Latino subgroups. The IUPLR seeks to accomplish this objective by providing seed money or in-kind support to working groups, which have been and will continue to be the primary vehicles for conducting IUPLR-sponsored research and related activities. IUPLR seed money or in-kind support is intended to allow for the development of relevant research proposals. The IUPLR encourages the establishment and support of working groups and is committed to increasing the network of scholars affiliated with the program through these groups. Working group research activities will be selected for IUPLR support based on the merit of the proposed work and the research agenda priorities established by the IUPLR directorate. The ability of the IUPLR to sponsor working groups is dependent on the availability of funds and, therefore, the number and size of working groups operating at any one time may be limited.

I. Criteria and Operating Principles for New Working Groups

The present guidelines are intended to provide structure for the formation and operation of working groups, which are expected to conform generally to the criteria listed below.

- Research proposed by working groups should address critical conceptual issues in Latino Studies.
- Each working group must be sponsored by at least one of the IUPLR member centers, which must be up to date on membership dues.
- The Research working group coordinator should be affiliated with an IUPLR Center, although the group can include scholars from other institutions not affiliated with the centers.
- An interdisciplinary research design is encouraged.
- All proposals should indicate potential policy implications OR identify a non-academic audience with which to share the work.

II. Procedures for Establishing New Working Groups

In order to establish a working group, a prospectus must be submitted to the IUPLR Executive Committee through an IUPLR center co-director (applications will be on our website). Generally the prospectus should include the following:

- An outline of the research area and topics to be developed.
- Conceptual paradigms being examined should be included.
- Where appropriate, the rationale delineating the importance of the topics from both basic and policy research perspectives should be included. In addition, all proposals should identify audiences beyond the academy with which to share the research.
- A list of participants and their curricula vitae.

III. Composition of Working Groups

Through its working groups, the IUPLR will continue to assemble the most talented scholars in a given research area that focuses on important aspects of the conditions of Latinos.

- Working groups should be relatively small, ideally four to six individuals, and should incorporate the best scholars in the appropriate fields of expertise.
- Working groups should comprise a mix of senior and junior scholars and should make an effort to be gender-balanced.
- Ideally members of more than one IUPLR center/program should be involved in a working group.

IV. Proposals for Funding

IUPLR will provide seed monies for research working groups through a competitive proposal process (applications will be on our website).

- New and established working groups may apply. An application for funding should be filled out and sent to the IUPLR headquarters. The Executive Committee will make the awards.
- Universities of participating scholars are encouraged to contribute to the cost of research proposal development and implementation.

V. Working Group Reports

A report needs to be submitted to IUPLR and the sponsoring center/program within a year after receiving funds. See report form.

Generally this report will include the following:

- A synopsis of the accomplishments of the meetings.
- A description of the research topics and questions to be addressed in the research proposal.
- A description of research methodologies or analytic frameworks to be employed in the research design.
- A work plan that delineates necessary activities and a timeline for completion of the research proposal.
- A budget that indicates necessary resources and projected expenses for proposal development.
- A list of members of the working group including titles, institutional affiliations, addresses, and phone numbers.
- A bibliography.

VI. Activity Updates, Publication Acknowledgement, and Commitment to Present Work at IUPLR Conferences

Once a working group receives outside funding, annual updates with activities must be submitted. These updates are essential to the work of the IUPLR, which uses such information to maintain its records of long term accomplishments, report to funding organizations, and seek additional funding for new working groups and other IUPLR activities.

Working groups are expected to acknowledge IUPLR support in all publications, reports, and media releases in both print and electronic format. In addition they will be expected to present their work at IUPLR conferences.