**Fraser Lecture Series**

**Background**

Funds have been established for the Fraser Lecture Series Fund. This endowment is one of six different endowments generously provided from the estate of **Gordon H. and Alice C. Fraser.** *The purpose of this endowment is to support lectures, seminars, symposia or workshops in the natural, social and applied sciences, with emphasis on the Health and Life Science*s. Individuals of international and national reputation shall be invited to the University to share their knowledge with the campus community and help improve existing programs or initiate new programs. This endowment will provide distribution for the spending in Fiscal Year 2021. This will be an annual award of approximately $32,000. (Minus Conference Services Administrative Fee, if needed.)

**Proposals**

A call for proposals will be made fall quarter for an event/project the spring quarter of the following year or the fall quarter of the year after. The timeline is adjustable if needed to accommodate the schedule of the speaker(s). Faculty from any department or college may submit a proposal. The proposal must be reviewed by the dean of the college from where it originated. While there is flexibility on what activities the proposed event/project can entail (e.g., seminars, workshops), the proposed event/project must include:

* + Focus on natural, social, and applied sciences with emphasis on health and life sciences
  + A presentation open to the general public
  + Student engagement with and access to the speaker(s)
  + Faculty engagement with and access to the speaker(s)
  + A detailed budget for the event/project **including** **Conference Services administrative support if needed**
  + Alternate speakers if the preferred speaker or speakers are not available
  + Special invitations issued to high school students as determined by the Admissions Office
  + Preferably, the speaker(s) would be on campus for more than one day.

**Administration and Selection**

Typically, the Provost’s Office will administer the Call for Proposals in fall quarter and receive all proposals by the end of fall quarter. Review and selection will be conducted by the Council of Deans during the early part of winter quarter with the announcement of the award made late winter quarter. Primary responsibility for logistical arrangements lies with the proposing department(s)/college(s) and detailed event planning support must be solicited and budgeted for through Conference Services. (Note – the approximate fee for administrative support from Conferences Services will be more than $5,500. AY2019-20)\* **Please contact conference services for an updated administrative support quote.** The event/project may take place during the following academic year.

**2023-24 Timeline**

Call for Proposals: **October 5, 2023**

Due Date for Proposals: **December 1, 2023**

Review of Proposals: **Winter 2024**

Award Notification to Proposer: **Winter 2024**

Campus-Wide Announcement of Award: **Winter 2024**

Event: **Academic year 23-24\***

\*There is flexibility if needed to accommodate the speaker’s or speakers’ schedules

Applications can be submitted to [provost.office@wwu.edu](mailto:provost.office@wwu.edu) by **December 1, 2023.**

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**Proposal Template**

***Name of Faculty Proposer: Date:***

***College: Dean:***

***Title of Event/Project***:

***Proposed Speaker(s) (include or attach brief bio or CV for each):***

***Proposed Date(s) of Event/Project***:

***Description of Event/Project***:

***Purpose of the Event/Project (Include relevance or relationship to natural, social and applied sciences with emphasis on the health and life sciences) and Rationale for Proposed Speaker(s)***:

***Identify Location and Describe Promotion to Take Place for the Presentation Open to the General Public***:

***Describe Opportunities for Student Engagement and Student Access to the Speaker(s):***

***Describe Opportunities for Faculty Engagement and Faculty Access to the Speaker(s):***

***Proposed Budget (To include costs for the speaker(s), transportation, housing, facilities rental, and other support)***: Please be very detailed. Include event support cost estimate from Conference Services

***Identify 1-2 Alternate Speakers if Preferred is/are Unavailable***:

***Signature of Proposer: Date:***

***Signature of Dean: Date:***