*This is a suggested template for preparing a proposal for a new program or workshop. Prior to submitting a proposal, though not necessary, it is recommended that you contact one of the SAMSI directorate members listed on the website:* [*http://www.samsi.info/people/staff*](http://www.samsi.info/people/staff) *(you may contact the Director, Deputy Director or one of the Associate Directors). It is also a good idea to explore some of the upcoming and recent past workshops at SAMSI:* [*http://www.samsi.info/activities/research-workshops*](http://www.samsi.info/activities/research-workshops)*. These resources will provide information about the current and upcoming programs and workshops at SAMSI and may thus avoid someone proposing a program or workshop that is too close in theme to the current ones.*

[Please delete the above paragraph before submitting the proposal, it is just for your guidance]

1. **Title of the proposed program**:
2. **Type of program** (workshop, summer program or year-long program):
3. **Proposed dates and length of program** (e.g., March 15, 2016, 9:00AM – March 17, 2016: 1:00PM):
4. **List of organizers** (provide links to their website or include a copy of their CV, mention if they had any previous experience in organizing workshops):
5. **Detailed description of the scientific scope** (keep in the mind the mission and vision of SAMSI: <http://www.samsi.info/about/what-samsi> and state how the proposed program addresses part of SAMSI’s mission):
6. **List of primary participants/speakers to be invited, with considerations of diversity** (if known, include information about participant’s discipline or if they belong to URMs):
7. **Outline of planned activities** (e.g., overviews, research lectures, panel discussions, tutorials, collaborative research sessions etc., if possible include a tentative schedule):
8. **Plans for inviting other participants** (estimate of numbers and if known group these by discipline, early careers, senior folks etc.):
9. **Estimated budget** (including travel and housing for participants and any potential funding from co-sponsors; this part is optional):

*Completed proposal should be submitted to:* *proposals@samsi.info* *or to one of the SAMSI directorate members. Include e-mail addresses and contact numbers of the organizers.*