

Public Scholars Project Overview for Scholars

How are PSP programs scheduled?

- The host organization will review our online catalog and submit a request through our online application system.
- NJCH staff will then review the application for eligibility. This is a quick process and we will notify host organizations of our decision within five business days.
- Once accepted we will send an award email to the host organization's primary contact (and cc you). The award email will include details such as the requested program and dates, venue information, and the email and phone number for the host organization's primary contact.
- At that point, we turn it over to you and the host organization. Usually they will reach out to you, but if they don't please reach out to them. The onus is on the host organization, but you can help expedite the process.
- In the application, the host organization will indicate their preferred date and two alternate options. If you can do one these dates – great! If not, please work with them to find a mutually agreeable date and time.
- When discussing the schedule with the host organization, clarify if they are holding another event in conjunction with your program (such as a luncheon or business meeting). This can greatly impact the start time, so make sure they are clearly communicating when *your program* will start.
- When you are scheduling the program, it is recommended that you discuss other program details such as your equipment needs and the expected audience(s).
- Remember, you decide if you are able and willing to do this program.

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OK, the program is scheduled – what's next?

- Once all of the details have been finalized, the host organization will notify NJCH of the final program details.
- After we receive notification from the host organization that the program has been scheduled, NJCH will send you a confirmation email. Attached to the confirmation email will be a contract and travel reimbursement form.
- If you have scheduled a program and do not receive a contract please contact us as soon as possible. We turn things around quickly, so if you haven't heard from us within a few days of finalizing your program, there is most likely a breakdown in communication.
- Sign and return a signed copy of the contract by email, mail, or fax. Signed contracts *must* be submitted before the program takes place.
- Included with the contract is a reimbursement form for travel expenses and your fee. This should be submitted after the program.
- NJCH and the host organization will publicize your program through social media, online calendars, press releases, fliers, etc. You are, of course, welcome and encouraged to publicize as well.
- The host organization is supposed to contact you 1-2 weeks in advance of the program. If you don't hear from them, it is highly recommended that you call them. This is a great time to confirm set-up needs (A/V, room arrangements), who will be there from the host organization, and how you wish to be introduced.