



## Cuban Heritage Collection

### Fellowship Guidelines

The following guidelines are designed to inform current and prospective CHC Fellows about our fellowship program. Individuals awarded a fellowship must review these guidelines before scheduling their fellowship residency.

If you have questions or concerns not addressed, please contact Annie Sansone-Martínez at 305-284-4008 or [a.sansone@miami.edu](mailto:a.sansone@miami.edu) or Sofi-Nicole Barreiro at [s.barreiro9@miami.edu](mailto:s.barreiro9@miami.edu)

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## ACCEPTANCE OF AWARD

1. **Acceptance Form:** Fellows must accept or decline the fellowship award no later than 15 calendar days from the date of notification of the award. Fellows will use the **Acceptance Form** to accept a fellowship and to indicate the exact dates (month and year) of your fellowship term.
2. **Photo Identification:** Photo identification is required to establish identity and residency status. Fellows will be asked to submit a scanned copy of your passport, Green Card, and/or F-1 visa as applicable with the **Acceptance Form** and to present a passport or driver's license upon arrival at the Cuban Heritage Collection.

## BEFORE YOU ARRIVE

1. **Residency Requirement:** Fellows will be in residence for the duration of their fellowship period. You are expected to be working in the Cuban Heritage Collection full-time throughout the tenure of your fellowship without major interruptions. You will have access to the holdings of the Otto G. Richter Library, and you are welcome to spend any spare time there supplementing your primary work in CHC. If you cannot stay in Miami for the entire period of your fellowship, your stipend will be pro-rated accordingly.
2. **Scheduling the Fellowship Period:** Pre-Prospectus Fellows must complete their fellowships between June 1 and August 31 of the award year. Research Fellows will take residence between June 1 of the year the applicant has applied and April 30 of the following calendar year. Fellowship dates must be consecutive. A month is defined as a 30-day period and does not have to coincide with the beginning and ending of a calendar month.

Fellows will use the **Acceptance Form** to accept a fellowship and to indicate the *exact dates (month and year)* of your fellowship term.

3. **Finances:** Fellows will receive their awarded stipends at the end of each month of their fellowship period. As a result, we recommend that Fellows arrive with enough funds for their entire visit to guarantee a stress-free residency.

Before you arrive, please complete a [W9](#) form and return to us via email as a PDF attachment or via the designated upload link on award letter. There is no direct deposit option for award stipends. Please include on your W9 form the address to which the University should mail your check(s).

4. **Fellows Welcome Announcement:** Please complete this [form](#) to help us generate community and website announcements regarding the incoming Fellows cohort.

5. **Housing and Accommodations in Miami:** You may need to arrange housing during your stay in Miami. The University of Miami offers summer intern housing from May 18th to August 3, 2024. To find out more about this option and to start the application process, please refer to the [Summer Intern Housing](#) webpage. Alternatively, you can reach out via phone at 305-284-5742 or email at [conferences@miami.edu](mailto:conferences@miami.edu).

For additional rental options, you can explore listings on the University of Miami's [Off-Campus Housing](#) website.

Past fellows have successfully found accommodations through platforms such as [Airbnb](#) and [VRBO](#). For your convenience, we recommend considering neighborhoods closer to campus and public transportation, such as Coral Gables, Coconut Grove, South Miami, and Dadeland.

6. **Orientation and Research Interview:** Three weeks before your arrival, we will contact you to set up dates for three meetings: a general orientation meeting to go over the logistics of the fellowship, a meeting with a faculty librarian for a research interview, and a joint meeting with Esperanza Bravo de Varona Chair and Director of the CHC and the University of Miami's Emilio Bacardí Moreau Chair in Cuban and Cuban-American Studies, who also serves as Director of Academic Programs at the CHC. We utilize [Calendly](#) to schedule these meetings.
7. **Pre-Registration and Research Assistance:** New researchers are required to create a Research Account by [registering through Aeon](#), our web-based patron and requests management system. Once you are registered, you will be able to access your Research Account online to manage your personal information and submit and keep track of requests for CHC materials for your research.

## DURING YOUR FELLOWSHIP

1. **Location:** The Cuban Heritage Collection is located in the Roberto C. Goizueta Pavilion on the second floor of the Otto G. Richter Library on the University of Miami's Coral Gables campus. The Library's street address is 1300 Memorial Drive, Coral Gables, FL 33146.
2. **Hours of Operation:** The CHC Reading Room is open for research on Monday through Friday from 9:00 a.m. to 4:00 p.m., except on holidays or University of Miami recess days. You will have access to the holdings of the Otto G. Richter Library during your fellowship and should familiarize yourself with the [building's hours](#).
3. **Reading Room Regulations:** Please refer to the "[Plan Your Visit](#)" page of the Collection's website to [book your appointment](#), review the reading room guidelines, and learn about the regulations for handling CHC materials.
4. **Library Access:** All CHC Fellows will be issued a temporary University of Miami ID or "Cane Card." This may be provided to the Fellow on the first day of their fellowship residency. The Cane Card will allow entry into Richter Library during normal operating hours. Cane Cards will grant all Fellows access to the library's Graduate Study Room. While in residence, all Fellows will be granted Library borrowing privileges for the duration of the fellowship tenure.
5. **Office Space:** Fellows will be assigned cubicles based on availability. If a cubicle is available when you arrive, you will receive keys at your orientation meeting. If no cubicle is available, you will have access to the common area of the Faculty Reading Room for quiet study.
6. **Computer Access and Wireless Connection:** We encourage Fellows to bring a laptop for their residency. The University of Miami provides wireless internet access, and three PCs are also available in the Reading Room.
7. **Photocopying and Digital Cameras:** Digital photography is permitted only for research purposes at no cost, and the resulting images cannot be transferred to others, further reproduced, published, or displayed without the express written permission of the rights holder. Flash or external lights are not allowed. Handheld or other scanners that come into direct contact with materials are not permitted. We encourage Fellows to bring a digital camera for their residency.

Please refer to the [Request for Photocopies](#) form for CHC's regulations for photocopying materials. Photocopies or low-resolution PDF scans are available for 25 ¢ per page in black and white and in color for \$1.00 per page. For more information on these options, please see Our website's "[Photocopies & Digital Reproductions](#)."

8. **Cuban Heritage Collection Events:** The Cuban Heritage Collection hosts panels, book presentations, and other events throughout the academic year, especially during the fall and spring semesters. These events will include a recurring “Seminar in Cuban and Cuban Diaspora Studies,” where former fellows, other graduate students, and scholars are invited to share, present, and receive feedback on works-in-progress. All Goizueta Fellows are invited to attend these and other CHC events if they overlap with the period of residence.
9. **Dining Options:** Fellows are welcome to use the CHC staff kitchenette, which is equipped with a refrigerator and microwave. There are also a variety of [on-campus dining options](#), including a Starbucks on the first floor of Richter Library and an Einstein Bros Bagels at the Law School near the Library.
10. **Herbert Wellness Center:** With a letter of introduction provided by the Collection, Fellows may purchase a temporary membership in the University’s [Wellness Center](#). Fellows are responsible for membership fees.

## AT THE END OF YOUR FELLOWSHIP

1. **Return Your Office Key:** If you were assigned a cubicle during your fellowship period, please return your keys to Annie Sansone or CHC's Reading Room staff before your departure. Please also remove all your belongings from your fellowship office.
2. **Notify Reading Room Staff:** Fellows should notify CHC's Reading Room staff when their residency is ending so that any materials on hold can be re-shelved.
3. **Exit Survey:** At the end of the fellowship residency, you will be asked to fill out a [brief survey](#) about your fellowship experience. Although completing the survey is *required*, including personal identifiers (such as name and institutional affiliation) is optional. The purpose of this survey is to gather insights about fellowship experiences and ways to further improve the program.
4. **Research Highlight:** Fellows will be required to [submit](#) a mixed-media deliverable during the last week in residence. This deliverable could be a 500-word (max) write-up related to research conducted in residence, including (at least) 1 image of a collection item that was of interest and explaining something about it; a short Fellow-produced video showcasing a collection item or research finding; or drafting a social media post featuring collection items, accompanied by concise descriptions or captions. The mixed media deliverable offers fellows a platform to showcase their research, insights, and creativity in a dynamic and engaging manner. By embracing a variety of mediums, fellows have the opportunity to reach diverse audiences and contribute meaningfully to the dissemination of knowledge and appreciation of the collection.
5. **Acknowledging the Cuban Heritage Collection:** We ask that you acknowledge your fellowship tenure in any publications (e.g., dissertations, books, or articles) resulting from your research at the Cuban Heritage Collection.
6. **Copy of Your Publication(s):** All Fellows are asked to submit to the Cuban Heritage Collection, as soon as they are available, a copy of their dissertation or any publication resulting from research conducted during their fellowship, no matter how long after the grant completion the publication may appear. Electronic files can be sent to [chc@miami.edu](mailto:chc@miami.edu).
6. **Participate in the CHC's "Seminar in Cuban and Cuban Diaspora Studies":** The CHC will host a recurring virtual "[Seminar in Cuban and Cuban-American Studies](#)" in which graduate students and established scholars are invited to present, share, and receive feedback on works-in-progress (e.g. a book or dissertation chapter, or a draft of an academic article) circulated in advance to registered participants. Participation will be by application, with an assigned commentator and a modest honorarium. Former Goizueta Fellows are encouraged to apply to showcase how their research at the CHC contributes to their dissertations. Be sure to sign up for the [CHC's mailing list](#) and keep an eye out for the annual Call for Papers.

## TRANSPORTATION AND PARKING

1. **On-Campus Parking:** Temporary day parking passes are available in selected campus lots. Metered parking is also available across campus and is enforced Monday to Sunday, 8:00 a.m. to 11:00 p.m. Additional information is available [online](#). A discounted monthly parking permit is available for fellows in residence during the University's summer sessions. Please inquire with Annie Sansone when you arrive for your fellowship.
2. **Hurry 'Canes Shuttle:** The University of Miami operates the [Hurry 'Cane Shuttle](#) during fall and spring semesters and offers limited service during the summer. The Shuttle fleet is equipped with state-of-the-art wheelchair-accessible buses and is available free of charge to all UM students, faculty, staff, and visitors. The Hurry 'Cane Shuttle facilitates the use of perimeter parking lots and provides a convenient means of traversing campus without using a personal vehicle.
3. **Miami-Dade Public Transportation:** The University of Miami Coral Gables campus is easily accessible from the [Metrorail University Station](#) on Ponce de Leon, which is a stop on the Hurry 'Canes Shuttle route. It is served by Metrobus routes 48, 56, and Midnight Owl (500). Please visit the [Miami-Dade Transit](#) website for information, routes, and schedules for all public transport options available in Miami.
4. **Coral Gables Trolley:** The Trolley provides convenient transportation throughout key areas in Coral Gables. The service is free Monday through Saturday from 6:30 a.m. to 10:00 p.m. and provides service on two routes, Ponce de Leon and Grand Avenue. To learn more about the [Coral Gable Trolley](#) service and routes, review their webpage and [map](#).



## SAFETY AND SECURITY SERVICES

As a precaution, all University of Miami visitors, students and employees are strongly encouraged to take advantage of the safety and security services available on campus.

1. **The University of Miami Police Department (UMPD): (305) 284-6666**

The UMPD is a law enforcement agency, manned with State of Florida Certified Police Officers sworn and empowered through the City of Coral Gables. UM Police Officers patrol campus, respond to emergency and non-emergency calls for service, enforce laws (including traffic), conduct criminal investigations, and carry out other law enforcement related activities. For more information please visit [UMPD Homepage](#).

2. **Security and Emergency Blue Light Phones:** There are 107 Blue Light Telephones strategically located throughout the Coral Gables campus. Phones can be used to directly contact UM Police during emergencies and to request services. Every single phone in the system is inspected bi-monthly to ensure functionality. For a map and listing of all Blue Light Phone locations please visit the [Blue Light Phone Homepage](#).

3. **Safety Escorts:** A [Safety Escort](#) may be requested by calling the UM Police Department from any campus phone by dialing 8-6666, from any cell phone to (305) 284-6666, from any Blue Light Phone, or just by asking any of the Student Patrol Officers (SSPO), Police Officers or Uniformed Security Officers you see on campus.

4. **Hurricane Season:** Because hurricane season runs from June 1 through November 30, we strongly encourage all visiting Fellows to read through the University's [Hurricane Preparedness](#) site and [Weathering the Storm](#) guide.

## HELPFUL LINKS

Listed below are links with information that will be useful for your visit to the Cuban Heritage Collection and the University of Miami.

- **Plan Your Visit**: includes information for creating your Research Account and Reading Room guidelines.
- **Research Tips**: additional information to help you prepare for conducting research at the Cuban Heritage Collection or any special collections repository.
- [Cuban Heritage Collection](#)
- [University of Miami Libraries](#)
- [University of Miami Libraries Visitor Information](#)
- [University of Miami](#)
- [University of Miami Visitor Information](#)
- [UM Campus Map](#)