SSEAC Research Capacity Building Grant
2017 Guidelines

The purpose of a SSEAC Research Capacity Building Grant is to support activities designed to enhance the research or academic writing skills of SSEAC members’ collaborators in Southeast Asia.

The program provides grants of up to $10,000 for use in 2017-18. It is expected that applicants will source complementary funding if required to cover additional costs. Up to two Research Capacity Building Grants will be awarded.

For the purposes of the grant, Southeast Asia is defined as Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste and Vietnam.

Eligibility and Conditions

Applicants may only submit one application to the SSEAC Research Capacity Building Grant Scheme per funding round.

Applications must:
- Be for activities that support the development of research or academic writing skills of academics based in Southeast Asia who are collaborating with a SSEAC member
- Be applied for by an academic employed at the University of Sydney in a continuing position or a contract that continues until at least 31 December 2019. Academics on recurring annual research contracts will need to provide a letter of intent of employment signed by the head of their academic unit indicating they expect the applicant will continue to be employed until 31 December 2019. Preference will be given to applications that involve a number of collaborators from Southeast Asia involved in a single research team or in multiple research teams

Grant recipients will be expected to:
- Manage all of the logistics related to the program
- Provide two progress reports and a final report
- Acknowledge SSEAC’s sponsorship of the activity and any publications that emerge from it

In cases where these requirements are not fully met, applicants will be barred from applying for any future financial support from SSEAC.

Criteria for Award

Applications will be assessed using the following criteria:
- Likelihood of substantive and ongoing collaboration between the participants and the sponsor (if at the beginning of a project) OR the production of quality publication (if at the end)
- Feasibility of the budget and timeline
Budget and Timeframe

The program provides grants of up to $10,000 for use in 2017-18. Funding may be used for travel, accommodation, catering and/or editorial assistance. Activities may be held at the University of Sydney or in Southeast Asia. The following items cannot be funded by the SSEAC Grant:

- Items of recurrent funding (continuing positions, PhD scholarships)
- Equipment
- Conference attendance

Please attach quotes found on the internet (or otherwise) as evidence of estimates for travel and accommodation costs.

The SSEAC Executive Committee reserves the right to specify how awards may be used. Funds will be accessible by June 2017 and must be spent by December 2018.

All grant recipients will be required to submit a final report by December 2018.

Submission and deadlines

Applications should be submitted electronically to sseac@sydney.edu.au by 5pm Friday 28 April, 2017. We do not require paper copies of applications. Late submissions will not be considered.