SSEAC Research Capacity Building Grants 2016 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 2016-17. It is expected that applicants will source complementary funding to cover additional costs. One Research Capacity Building Grant will be awarded in Round One 2016. 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 this scheme.

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 2018 (members of the SSEAC Executive Committee may not apply). 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 2018. 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

The 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 2016-17. 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

In the case of estimates for travel and accommodation, please attach quotes found on the internet (or otherwise) as evidence of estimates. Funds will be accessible by June 2016 and must be spent by December 2017.

*All grant recipients will be required to submit a final report by December 2017.*

**Submission and deadlines**
Applications should be submitted to sseac@sydney.edu.au by: 5pm Friday 8 April, 2016.

We do not require paper copies of applications. Late submissions will not be considered. The SSEAC Executive Committee reserves the right to specify how awards may be used.