SSEAC Workshop Grants 2016 Guidelines

The purpose of the SSEAC Workshop Grant is to support international workshops that lead to a special journal edition or edited book on a topic related to Southeast Asia.

The program provides grants of $20,000 for use in 2016-17. It is expected that applicants will source complementary funding to cover additional costs. Four Workshop Grants 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 each year.

Applications must:

- 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
- be for workshops that include at least 8 participants. Preferences will be given to applications that involve international participants

Grant recipients will be expected to:

- manage all of the logistics related to the workshop
- provide six monthly progress reports
- provide evidence of submission of a special edition or book proposal and copies of edited chapters by December 2017
- acknowledge SSEAC’s sponsorship of the workshop and the publication

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:

- quality of the proposal
- strength of the collective track record of the proposed participants
- quality of the proposed publication outlet
- feasibility of the project budget and timeline
**Budget and Timeframe**

The program provides grants of up to $20,000 for use in 2016-17. Funding may be used for travel, accommodation, catering and/or editorial assistance. Workshops may be held at the University of Sydney or in Southeast Asia. *Per diem* allowances (laundry, telephone cards and other incidental expenses) **cannot be funded** by the SSEAC Workshop Grant schemes.

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](mailto: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.