SSEAC Research Capacity Building Grants 2015-16 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 AU $10,000 for use in 2015-16. It is expected that applicants will source complementary funding to cover additional costs. Two Research Capacity Building Grants will be awarded this year.

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 submitted by a full member (or members) of SSEAC who hold continuing positions or contracts that continue until at least 31 December 2017

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 a progress report and 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 AU $10,000 for use in 2015-16. 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
- per diem allowances (including meals, laundry, telephone cards and other incidental expenses)
- 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 May 2015 and must be spent by December 2016.

*All grant recipients will be required to submit a final report by December 2016.*

**Submission and deadlines**

Applications should be submitted to sseac@sydney.edu.au by: **5pm Tuesday 17 March 2015.**

We do not require paper copies of applications. Late submissions will be considered if funds are still available.

The SSEAC Executive Committee reserves the right to specify how awards may be used.