



## 2019 RESEARCH GRANTS SCHEME GUIDELINES

Application deadline 30 April 2019

The China Studies Centre (CSC) will administer a small research grants scheme in 2019 to support certain research activities of the Centre's members. Members who are academics holding continuing positions, or otherwise qualify for funding as specified below, may apply for, in some instances, up to \$10,000 funding to support activities related to or in mainland China, Taiwan, Hong Kong and Macau.

- Preference will be given to applications from or involving early career researchers.
- Preference will be given to applications which demonstrate that efforts have been made to secure funding from additional internal (University of Sydney) and external sources.
- Funding cannot be expended on the salary of persons not employed by the University of Sydney.
- Priority will be given to genuinely multidisciplinary research proposals.
- Successful recipients must contribute to the CSC through a seminar, article or other piece of work after concluding their project. Recipients must formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from their supported project, as well as providing the CSC with one copy of such research outputs.
- Funding must be used appropriately within 12 months of receipt.

### CATEGORIES OF GRANTS:

**CSC Conference Participation Grants** are available to a CSC member who is presenting at an academic conference in Australia or internationally, if the member is either presenting on a China-related topic or presenting (on any topic) at an academic conference based in Greater China. This funding aims to support academic members' mobility within their domestic and global academic community. Funding is limited to costs associated with attendance at the conference, including travel, conference fees, accommodation for the duration of the conference only and a small allowance for meals (up to AUD \$50 per day).

**CSC Short-term Visitor (Incoming) Facilitation Grants** are intended to cover some of the costs associated with hosting a short-term academic visitor (domestic or international) to the University with a research or teaching purpose or to building institutional relationships that strengthen China Studies. Links with the preferred partners listed in the University's policies regarding its engagement with China are welcome, but not mandatory. Funding can be used towards agreed expenses as outlined in the application, such as airfares, ground transportation, accommodation and meals (but **not** per diems). The CSC must be given appropriate attribution at any events and in all associated publicity. There is also an expectation that the visitor or host will produce or contribute to content for the CSC website relevant to the visit, and engage with media if requested, identifying themselves as a CSC-supported visitor.

**CSC Short-term Visitor (Outgoing) Facilitation Grants** are intended to cover some of the costs associated with University of Sydney academic staff being hosted short-term by another institution (domestic or international) to build institutional relationships that strengthen China Studies. Links with the preferred partners as outlined in the University's policies in relation to its engagement with China are welcome, but not mandatory. Applicants must submit a copy of the invitation letter from their proposed host institution



along with their application. The funding can be used towards agreed expenses as outlined in the application, such as airfares, train fares, accommodation and meals (but **not** per diems). The CSC must be given appropriate attribution in all events and publicity associated with the visit. The recipient is expected to produce or contribute to content for the CSC website relevant to the visit, and engage with the media, identifying themselves as a CSC-supported visitor. This funding is for short-term visits only (generally not exceeding one month) and cannot be used to fund activities under a Special Studies Program (SSP) or longer visits.

**CSC Small Project Grants** will provide CSC academic members with funding for small research projects. These grants can also be used to facilitate short field trips that can advance an existing research project or contribute to developing a new one. Applicants must submit a research proposal outlining the theme, budget, and expected research outputs. Funding can be used towards agreed expenses as outlined in the application, such as airfares, accommodation and meals (but **not** per diems). Upon completion, grant recipients are expected to present one seminar or other research-based creative activity in Sydney on the research conducted and complete a research outcomes report. They are also required to acknowledge the support of the Centre in their research outputs.

**CSC Publishing Support Grants** will provide funding which will enable academics who have had material accepted for publication to apply for publication assistance. The applicant will need to demonstrate that the grant will facilitate the completion of the agreement with the publisher by contributing to essential costs of the publishing process, including, but not limited to, translation, indexing, editing, printing, or the cost of using and reproducing essential images. The CSC must be given appropriate attribution in any events or publicity associated with the publication, as well as within the publication itself. There is also an expectation that the recipient will provide or contribute to content for the CSC website regarding the publication.

**CSC Graduate Research Students Support Grants** will contribute to activities for Graduate Research Students at the University of Sydney whose research is about China or takes place in China. An example is costs associated with attendance at a major conference by a graduate research student. The grants aim to integrate, not to replace, other forms of funding available through different sources, and will not cover fieldwork costs. Students currently enrolled and up-to-date with their milestones may also apply for funding for individual or collective activities they wish to organise at the University. The proposed activities should aim to build a multidisciplinary intellectual community and be of interest to the largest possible community of graduate students within the University.

## **SUBMISSION**

Applications can be made by completing the application form on the China Studies Centre [research grants website](#).

## **REQUIREMENTS**

The CSC requires research grant applicants to provide evidence that (not applicable to 'Graduate Research Students Support Grants' category):

- the applicant is an academic member of the CSC and holds a continuing salaried position or a fixed term position which is expected to continue for 12 months after the receipt of funding
- the applicant, where relevant, has made their best effort to obtain or has obtained matching funding from an additional source (evidence such as offer letters will be required)
- the applicant has actively participated in CSC activities (e.g. by contributing a



- seminar, or representing CSC in the media, contributed content for the CSC website etc.), or has shown the intention of doing so
- the applicant has provided a completion report to the CSC for all previous CSC funding provided to the applicant.

Budgets, particularly for larger amounts of funding, must clearly justify why a particular amount is sought, and name for whom or what activity specifically the support is requested. Every applicant should satisfy the eligibility criteria for that category. Supporting evidence, such as quotations for accommodation and airfares, must be provided with the application. Airfares must be economy class in accordance with University policy; accommodation costs should be reasonable and appropriate.

All funding schemes are for the specific purposes set out in the guidelines and application forms. Applicants must ensure that they apply in the correct category and that their application clearly demonstrates how it fits within the scheme guidelines. Applicants should also note the following:

- from 2019 only one round of applications will be conducted per year; applications close on 30 April**
- applicants may submit only one application per calendar year
- where an application includes a number of academics, only one application may be made each year; academics may not make multiple applications for the same project
- applications must be submitted by the applicant requesting funding, with the exception of 'Short-term Visitor (Incoming) Facilitation Grants' where the applicant should be the host for the proposed visitor; a full CV of the visitor and an explanation of the value of their visit is required
- applicants will not be paid a per diem allowance
- the CSC will only contribute up to \$50 a day towards meals
- estimates for hotels outside Sydney should be reasonable and based on hotels of an acceptable but not extravagant standard
- estimates for Sydney hotels should include allowance for the University discount offered by certain hotels near campus, detailed [here](#)
- applicants who cannot currently satisfy the grant criteria (e.g. if they are waiting for acceptance of a paper or a publishing contract) can apply in the next available round of funding
- the CSC will not fund offshore payments for anyone not employed by or formally associated with the University of Sydney
- an applicant who has previously received funding is ineligible to apply for further funding until a completion report for the initial funding has been submitted to the CSC
- applications received after the deadline will **not** be considered.

For further information, please refer to category-specific guidelines, or contact the China Studies Centre at [chinastudies.centre@sydney.edu.au](mailto:chinastudies.centre@sydney.edu.au) or (02) 911 40837.

## CATEGORY-SPECIFIC GUIDELINES

### CSC Conference Participation Grants

The CSC offers support to academic members presenting a paper on

- a China-related topic at a reputable local or international academic conference, workshop or seminar, or
- any topic relevant to the objectives of the China Studies Centre at a reputable conference, workshop or seminar in mainland China, Taiwan, Hong Kong or Macau.



Grants of up to \$5,000 may be awarded for a single application.

***Eligibility and conditions:***

Applicants must:

- be a member of the CSC (excluding members of the CSC Research Committee) and hold a continuing salaried position that continues until at least 12 months after the date of conference for which they are applying for funding to attend. 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 that they expect the applicant will continue to be employed until at least 12 months after the date of conference for which they are applying for funding
- plan to give a paper (individual or co-authored) on (a) a China-related topic at a reputable local or international conference, workshop or seminar or (b) any topic relevant to the objectives of the China Studies Centre at a reputable conference, workshop or seminar in mainland China, Taiwan, Hong Kong or Macau
- provide an invitation letter or evidence that the paper has been *accepted* by the event organisers
- present outcomes of the research in a CSC monthly seminar if required
- submit a copy of reports that they have submitted to the CSC if they have previously been the recipient of CSC funding
- provide a completion report that includes a summary of the completed activity, confirms the applicant's attendance as a representative of CSC and a summary of expenditures for this grant
- applicants should not apply for amounts in excess of the maximum that can be granted; any amount exceeding the maximum will be disregarded

***Criteria for Award***

The applications will be assessed by the CSC Research Committee using the following criteria:

- quality of paper abstract
- quality of conference, workshop or seminar

It should be noted that preference will be given to applications which:

- are submitted by early career researchers
- demonstrate that the applicants have made serious efforts to receive extra funds that match or exceed the amount requested (application needs to be accompanied by documentary evidence)
- demonstrate an interest in developing a multidisciplinary agenda
- the committee will consider positively all previous contributions made to the academic life of CSC

***Budget & Stipulations***

Funding can only be requested for costs associated with travel, accommodation and conference registration for a single conference. The following items **will not** be funded by the CSC Conference Facilitation Grants:

- per diem allowances
- equipment
- side trips or any other costs not associated with the conference the applicant has been



funded to attend

- extravagant accommodation and/or transfers
- more than AUD\$50 per day for meals
- offshore payments for anyone not employed or formally associated with the University of Sydney

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. Applicants are strongly encouraged to provide supporting evidence for the figures requested.

### **CSC Short-term Visitor (Incoming) Facilitation Grants**

The CSC will support the costs associated with hosting an academic or expert from another institution (domestic or international) for either research or teaching purposes, or with the view to building institutional relationships which strengthen the study of China and/or are with the University's preferred partners. The visitor will be expected at a minimum to give a presentation at the University (which should be co-sponsored by the CSC) or to collaborate on a research project with a CSC member. Applications must be made in relation to a specific named visitor, or visitors (if more than one). Applications which refer generally to delegates from particular institutions without details of each individual visitor will not be considered.

Grants of up to \$5,000 may be awarded for a single application. Preference will be given to applications from, or involving, early career researchers as well as applications where the applicants have made serious efforts to receive extra funds that match or exceed the amount requested, which may be internal or external to the University of Sydney.

#### ***Eligibility and conditions:***

A short-term visitor nominee must be a scholar who is, or will be, actively collaborating with an academic member of the CSC and/or will give a presentation at the University of Sydney during his/her visit. The visitor must:

- be nominated by an academic member of the CSC and
- give a presentation at a CSC seminar (if appropriate).

The host of the short-term visitor must:

- provide a biography of the proposed visitor and a clear outline of the purpose of, and benefits expected to be obtained from, the visit
- prove that the host is a member of the CSC (excluding members of the CSC Research Committee) and holds a continuing salaried position which will continue for 12 months after the receipt of funding
- submit a copy of reports that they have submitted to the CSC if they have previously been the recipient of CSC funding
- provide a completion report that includes a summary of the completed activity, collaborative research with the visitor and a summary of expenditures for this grant

The CSC must be referenced in any events occurring in association with the visit. There is also an expectation that the visitor or host will produce content for the CSC website or publication relevant to the visit, as well as engagement with the media, if applicable.

#### ***Criteria for Award***

The applications will be assessed by the CSC Research Committee using the following



criteria:

- reputation of the proposed visiting scholar and his/her work through submission of profile and CV
- relevance of the project and/or presentation to CSC objectives
- quality of the plan of the visit and/or subject of presentation
- the committee will consider positively all previous contributions made to the academic life of CSC

It should be noted that preference will be given to applications:

- which demonstrate that the visit will be of benefit to members in more than one of the CSC's clusters
- which demonstrate that the applicant have made serious efforts to receive extra funding which matches or exceeds the amount requested
- demonstrate an interest in the development of a multidisciplinary agenda

### ***Budget & Stipulations***

A funding contribution of up to \$5,000 can be requested for travel and/or accommodation costs. An indicative length of stay for visitors working on collaborative projects is one month, or long enough to make a meaningful contribution.

Applicants must submit quotations for flights and other expenses with their application.

Funding can be requested for travel costs, accommodation and conference registration. The following items **cannot** be funded by the CSC Short-term Visitor (Incoming)

Facilitation Grant:

- equipment
- offshore payments
- per diem allowances
- more than AUD\$50 per day for each visitor's meals
- extravagant accommodation (it is suggested that hosts take advantage of the discounts offered to the University through [preferred suppliers](#))

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. Applicants are strongly encouraged to provide supporting evidence for the figures requested.

### **CSC Short-term Visitor (Outgoing) Facilitation Grants**

The CSC will cover some (if not all) of the costs associated with academic staff being hosted by another institution (domestic or international) in order to build institutional relationships which strengthen the study of China at the University of Sydney. Applicants must submit a copy of the invitation letter from their proposed host institution along with their application. The funding can be used towards agreed expenses as outlined in the application such as airfares, accommodation and meals (per diems will not be funded). The visit will generally not exceed one month.

Grants of up to \$10,000 may be awarded for a single application. Preference will be given to applications from or involving early career researchers, as well as applications which demonstrate that funds requested are matched or exceeded by additional source/s, which may be internal or external to the University of Sydney.

### ***Eligibility and conditions:***

A recipient of funding must:

- be a member of the CSC (excluding members of the CSC Research Committee) and hold a continuing salaried position or a position which will



- continue for 12 months after the receipt of funding
- present outcomes of the research conducted at the host institution in a CSC seminar if required
- submit a copy of reports that they have submitted to the CSC if they have previously been the recipient of CSC funding
- provide a completion report that includes a summary of the completed activity, confirms the applicant's attendance as a representative of CSC and summary of expenditures for this grant

### **Criteria for Award**

The applications will be assessed by the CSC Research Committee using the following criteria:

- submission of an invitation letter or similar documentation from host institution
- expected outcomes resulting from the visit
- content of the plan of the visit
- the committee will consider positively all previous contributions made to the academic life of CSC

It should be noted that preference will be given to applications:

- submitted by early career researchers
- that demonstrate that the applicant has made serious efforts to receive extra funding which matches or exceeds the amount requested
- demonstrate an interest in developing a multidisciplinary agenda.

### **Budget & Stipulations**

A funding contribution of up to \$10,000 can be requested for travel and/or accommodation costs. An indicative length of stay for visitors working on collaborative projects is one month. CSC funding cannot be used to supplement or substitute for SSP funding or expenses during a period of leave from the University.

Applicants are requested to provide quotes for flights and other expenses with their application.

Funding can be requested for travel costs and accommodation. The following items **cannot** be funded by the CSC Short-term Visitor (Outgoing) Facilitation Grants:

- items of recurrent funding (continuing positions, PhD scholarships)
- equipment
- offshore payments for anyone not employed or formally associated with the University of Sydney
- per diem allowances
- more than AUD\$50 per day for meals
- extravagant accommodation

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. Applicants are strongly encouraged to provide supporting evidence for the figures requested.

### **CSC Small Project Grants**

In order to encourage new research related to Greater China, the CSC will provide Small Project Grants up to \$10,000 per application to assist members to begin or develop new research. These grants can also be used to facilitate short field trips that can advance an existing research project as well as specialist archive/library research trips.



***Eligibility and conditions:***

Applicants must submit a research proposal outlining the theme, the budget needed and the expected research output. The funding can be used towards agreed expenses, such as airfares, accommodation and meals, as outlined in the application.

An applicant must:

- be a member of the CSC (excluding members of the CSC Research Committee) and hold a continuing salaried position or a contract that continues until at least 12 months after the date of the project for which they are applying for funding. 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 at least 12 months after the completion of the project for which they are applying for funding. Each applicant need to be specified, submit a CV and be eligible for funding for research funding
- submit a copy of the reports that they have submitted to the CSC if they have previously been the recipient of CSC funding
- present outcomes of the research in a CSC seminar if required
- provide a completion report that includes a summary of the completed activity and summary of expenditures for this grant

***Criteria for Award***

The applications will be assessed by the CSC Research Committee using the following criteria:

- Originality, potential and feasibility of the project
- content of a 12-month research plan describing a clear pathway to achieving the projects' broad intellectual outcomes (possible future funding, publications, other outputs). The research plan must include a timeline
- a plan for at least one public event, such as a lecture, seminar, symposium, or website with a clear public address
- submission of profile and CV of project team members

It should be noted that preference will be given to applications that:

- are submitted by, or involving, early career researchers
- demonstrate a multidisciplinary element

The committee will consider positively all previous contributions made to the academic life of CSC.

***Budget & Stipulations***

A funding contribution of up to \$10,000 can be requested for travel and/or accommodation costs, as well as necessary fieldwork costs to be clearly specified in the application.

Applicants are requested to provide indicative quotations for all expenses with their application.

Funding can be requested for travel costs, accommodation and necessary fieldwork expenses. The following items **cannot** be funded by the CSC Small Project Grants:

- items of recurrent funding (continuing positions, PhD scholarships)
- equipment
- offshore payments for anyone not employed or formally associated with the University of Sydney



- per diem allowances
- more than AUD\$50 per day for meals
- extravagant accommodation

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. Applicants are strongly encouraged to provide supporting evidence for the figures requested.

### **CSC Publishing Support Grants**

In order to increase the number of publications produced by the University of Sydney on topics related to mainland China, Taiwan, Hong Kong or Macau, the CSC is providing financial support for publication assistance for manuscripts on matters related to China or Chinese studies which have been accepted for publication. Funding can be used to assist with all procedural aspects of publication, including, but not limited to, assistance with translation, indices, image fees and editing. The rationale for such support will need to be specified in the application.

Grants of up to \$2,000 (or greater in exceptional circumstances) may be awarded for a single application. Preference will be given to applications from, or involving, early career researchers as well as applications where the applicants have made serious efforts to receive extra funding that match or exceed the requested amount, from funding bodies that may be internal or external to the University of Sydney.

#### ***Eligibility and conditions:***

Applicants must submit a summary of their manuscript outlining the theme, the budget needed, and details relevant to the publication of the manuscript. The grant can be used to contribute to essential costs of the publishing process, including, but not limited to, translation, indexing, editing, printing, or the cost of using and reproducing essential images. Upon publication, grant recipients are expected to present one seminar at the University of Sydney on the topic of the publication and submit a completion report.

An applicant must:

- be a member of the CSC (excluding members of the CSC Research Committee) and hold a continuing salaried position or a contract that continues until at least 12 months after the date of the project for which they are applying for funding. 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 at least 12 months after the completion of the project for which they are applying for funding
- demonstrate that the manuscript has been accepted for publication and that it is at least substantially completed at the time of the application
- submit a copy of the reports that they have submitted to the CSC if they have previously been the recipient of CSC funding
- present outcomes of the research in a CSC monthly seminar if required
- provide a completion report that includes a summary of the completed activity and summary of expenditures for this grant

#### ***Criteria for Award***

The applications will be assessed by the CSC Research Committee using the following criteria:

- submission of proof that the completed manuscript has been accepted for publication (NB: applications for publications which have not yet been accepted for publication, and applications relating to papers, books and book chapters which have been provisionally accepted by a publisher but not yet completed,



will not be accepted. In such instances, applicants can apply for funding retrospectively in the following round.)

- a summary describing the broader intellectual outcomes of the publication and its connection to China or Chinese studies
- a timeline of the publication activities
- a plan for at least one public event, such as a lecture, seminar, symposium, or website with a clear public address associated with the publication
- the committee will consider positively all previous contributions made to the academic life of CSC

It should be noted that preference will be given to applications:

- submitted by early career researchers
- in which the applicants have made serious efforts to receive extra funding match or exceed the amount requested
- demonstrate a multidisciplinary element

### ***Budget & Stipulations***

A funding contribution of up to \$2,000 (or greater in exceptional circumstances) can be requested to assist with all procedural aspects of publication, including, but not limited to, assistance with translation, indices and editing or the reproduction of essential images.

Applicants are requested to provide indicative quotations for all expenses with their application.

Funding can be requested for procedural aspects of publication as outlined above. The following items **cannot** be funded by the CSC Publishing Support Grant:

- items of recurrent funding (continuing positions, PhD scholarships)
- equipment
- offshore payments or reimbursements for anyone not employed or formally associated with the University of Sydney
- per diem allowances
- publications that are not peer-reviewed or for which a fee is required as only condition of access to the publication.

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. Applicants are strongly encouraged to provide supporting evidence for the figures requested.

The grant is not for the purpose of funding the research or writing of a manuscript.

### **CSC Graduate Research Students Support Grants**

With this scheme, the CSC wishes to support the activities of graduate research students at the University of Sydney, whose research is about China or takes place in China. An example is costs associated with attendance at a major conference by a graduate research student. The grant aims to integrate, not to replace, other forms of funding available through different sources. The grant may not be used for fieldwork in China or elsewhere. Students currently enrolled and up to date with their milestones may apply for individual or collective initiatives they wish to organise at the University. The goal of such activities should be the building of a multidisciplinary intellectual community and be of interest to the largest possible community of graduate students within the University.

Grants of up to \$2,000 (or greater in exceptional circumstances) may be awarded for a



single application. Preference will be given to applications which demonstrate that funds requested are matched or exceeded by additional source/s, which may be internal or external to the University of Sydney.

***Eligibility and conditions:***

Applicants may only submit one application to this scheme per funding round. Applicants must:

- be CSC student members
- provide evidence that the initiative is of interest to a broad multidisciplinary community within the University
- provide a completion report within three calendar months of the activity
- provide evidence of attendance at the conference and identification as a representative of the CSC (if applicable)
- submit a copy of reports they have submitted to the CSC if they have previously been the recipient of CSC funding
- provide a financial report outlining expenditure of awarded funds including relevant invoices.

***Criteria for Award***

The applications will be assessed by the CSC Research Committee using the following criteria:

- significance and importance of the activity for a broad range of students whose research is relevant to or concerning China
- quality and the acceptance of the abstracts when the applications are for attending conferences interstate or overseas

***Budget & Stipulations***

Funding can only be requested for costs associated with a single event or series of events (i.e. seminars). The following items **cannot** be funded by the CSC Graduate Research Students Support Grants:

- per diem allowances
- equipment
- extravagant accommodation or transfers

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. Applicants must provide supporting evidence for the figures requested.

## 2019 CENTRE IN CHINA CONFERENCE FUNDING GUIDELINES

Application deadline 30 April 2019

[The University of Sydney Centre in China was officially launched](#) on 11<sup>th</sup> November 2016. Based in the Suzhou Industrial Park Dushu Science, Education and Innovation District, the Centre is a multifunction research and education hub. It is designed to facilitate and strengthen intellectual and creative exchange between Australian and Chinese researchers, academics and students.

The Centre in China Conference Funding is administered by the China Studies Centre at the University's Darlington campus. The purpose of the funding is to assist the University's academic staff members to host conferences, workshops and seminars in Suzhou in order to facilitate and enhance relationships with collaborators in China. Up to \$15,000 per conference may be awarded for a successful application. The funding may be used to cover costs associated with the conference, workshop or seminar held at the University of Sydney Centre in China. This may include airfares for Australian and Chinese participants (from Australia and within China), accommodation, venue hire (where necessary), catering, and local travel.

### ELIGIBILITY AND CONDITIONS

An applicant may submit only one application to this scheme per calendar year. An applicant must:

- demonstrate that he/she is an academic staff member of the University of Sydney holding a continuing salaried position that continues until at least 12 months after the date of the proposed conference. 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 that the applicant will continue to be employed until at least 12 months after the date of proposed conference
- submit a proposal outlining the purpose, scale, Chinese partners (if applicable), expected outcomes, confirmed and potential speakers, draft program of the proposed event, and other material information. Applicants must show how the proposal meets the University's objectives in relation to the Centre in China
- submit a budget with supporting documents such as quotations for airfares, hotel accommodation and so on. The venue and hotel choices are expected to be reasonable and of an acceptable but not extravagant standard. Budgets should refer to the costs base provided by the Centre in China. The budget proposal is not expected to be highly detailed, but should represent a reasonable and well-documented estimate of costs. Applicants should note that the all airfares should be economy class in accordance with University policy and that allowances for meals should not exceed \$50 per person per day. Applicants with vague or poorly thought out budgets or for which no supporting documentation is provided will not be considered
- provide the names and short biographies of all persons who are to be funded. Generally only University of Sydney academics or students would be funded. If funding is required to support external persons, detailed reasons must be provided
- acknowledge the support of Centre in China Conference Funding at the conference, and any publications or activities that arise from the conference
- provide a completion report within three calendar months of the conclusion of the conference, which should include a financial report outlining expenditure of awarded funds as well as relevant invoices and suitable documentary evidence

- activities for which applications are made must be concluded within 12 months of receiving funding.

### **CRITERIA FOR AWARD**

The applications will be assessed by the China Studies Centre Research Committee using the following criteria:

- significance and academic importance of the event
- quality of the proposal
- quality and nature of proposed outcomes

It should be noted that preference will be given to applications:

- where the applicant can show that he/she has used best efforts to obtain or has obtained funds matching or exceeding the funding applied from an additional party, which may be internal or external to the University of Sydney
- which demonstrate a multidisciplinary element, by involving academics from different Faculties or disciplines
- which are submitted by early career researchers
- which are submitted by an applicant who has demonstrated the existing and/or proposed collaborations with Chinese partners

Applications which are related to or are in addition to other applications funded by the China Studies Centre will receive low priority. The CSC Research Committee reserves the right to specify how the awarded funding may be used and to adjust, where appropriate, the amount of funding awarded.

### **SUBMISSION**

Applications can be made by completing the application form on the China Studies Centre [website](#). All applications will be passed on to the CSC Research Committee for consideration after the applications deadline.

For further information, please contact China Studies Centre at [chinastudies.centre@sydney.edu.au](mailto:chinastudies.centre@sydney.edu.au) or (02) 911 40837.