SSEAC Workshop Grant 2017 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 up to $20,000 for use in 2017-18. It is expected that applicants will source complementary funding to cover additional costs. Up to two Workshop 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 Workshop Grant Scheme each year. Members of the SSEAC Grants Subcommittee are ineligible to apply.

Applications must:
- Be submitted by an academic employed at the University of Sydney in a continuing position or a contract that continues until at least 30 June 2020. 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 30 June 2020
- 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 June 2019
- 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 following criteria will be taken into consideration by the SSEAC Grants Subcommittee when assessing the applications:
- 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 2017-19. 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.
Please attach quotes found on the internet (or otherwise) as evidence of estimates for travel and accommodation costs.

The SSEAC Grants Subcommittee reserves the right to specify how awards may be used. Funds will be accessible by December 2017 and must be spent by June 2019.

All grant recipients will be required to submit a final report by June 2019.

**Submission and Deadlines**

Applications should be submitted electronically to sseac@sydney.edu.au by *5pm Friday 22 September, 2017*. We do not require paper copies of applications. Late submissions will not be considered.