SSEAC RESEARCH CAPACITY BUILDING GRANT 2018 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 2018-20. It is expected that applicants will source complementary funding if required to cover additional costs. Up to one Research Capacity Building Grant 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 Research Capacity Building Grant Scheme per funding round.

Applications must:

- Be for activities that support the development of research or academic writing skills of collaborators 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 30 June 2021. 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 2021. 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 ineligible to apply 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:

- 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 2018-20. 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 Research Capacity Grant:

- Items of recurrent funding (continuing positions, PhD scholarships)
- Equipment
- Conference attendance

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 in December 2018 and must be spent by June 2020.

All grant recipients will be required to submit a final report by June 2020.

SUBMISSION AND DEADLINES

Submit an online application [https://www.surveymonkey.com/r/SSEACcap18](https://www.surveymonkey.com/r/SSEACcap18) by 5pm Friday 21 September 2018. Late submissions will not be considered.

A sample of the online Proposal form is available for download on the grants website. We suggest you work on your responses offline and copy and paste your answers once it is complete.