SSEAC WORKSHOP GRANT 2019 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 2019-20. 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

- Applications must relate to one of the five SSEAC research clusters (economic and social development, environment and resources, health, heritage and the arts, state and society).
- Applicants must be an academic member of SSEAC.
- Applicants must be fixed term or continuing staff employed by; or hold an honorary title at the University of Sydney and have no paid position at another institution.
- Honorary titles and fixed term contracts must be valid to the end of the grant period; otherwise the applicant must attach a letter of intent of employment signed by the head of their academic unit indicating they expect the applicant will continue to be employed or hold an honorary title until the end of the grant period.
- 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 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 and acknowledge SSEAC's sponsorship of the workshop and the publications that emerge from it
- Grant recipients must provide evidence of submission of a special edition or book proposal and copies of edited chapters by December 2020

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

In cases where scheme requirements are not fully met following an award the awardees will be ineligible to apply for any future financial support from SSEAC.
BUDGET AND TIMEFRAME

The program provides grants of up to $20,000 for use in 2019-20. 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 in July 2019 and must be spent by December 2020.

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

SUBMISSION AND DEADLINES

Submit an online application https://www.surveymonkey.com/r/SSEACwor19 by 5pm Friday 26 April. 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.