The purpose of this 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 $15,000 for use in 2019-20. It is expected that applicants will source complementary funding if required to cover additional costs. Up to two Research Capacity Building Grant will be awarded. Preference will be given to activities that are embedded in a longer trajectory of collaboration.

**ELIGIBILITY AND CONDITIONS**

Applicants may only submit one application to the scheme.

Applications must:

- Be for activities that support the development of research or academic writing skills of Vietnamese scholars 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 December 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 December 2020.

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 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 $15,000 for use in 2019-20. Funding may be used for travel, accommodation and 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 Grants Subcommittee reserves the right to specify how awards may be used. Funds will be accessible in March 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 your application by 11:59 pm AEDT, Thursday 6th March 2019 to sydney-vietnam.event@sydney.edu.au. Applications will be confirmed by email. Late submissions will not be considered.