2018 SSEAC VIETNAM WORKSHOP GRANT 2018 GUIDELINES

The purpose of the SSEAC Vietnam Workshop Grant is to workshops that lead to a special journal edition, edited book or equivalent. 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.

ELIGIBILITY AND CONDITIONS

Applicants may only submit one application to the SSEAC Vietnam Workshop Grant Scheme. Members of the 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 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.
- Be for workshops that include at least 8 participants (at least 5 of these should be confirmed at the time of submission and their CVs included in the application).
- Preference will be given to applications that feed into or include plans for long-term collaboration.

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 December 2020
- Acknowledge SSEAC’s sponsorship of the workshop and the publication

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:

- 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 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 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.