

SSEAC WORKSHOP GRANT 2023 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 2023-25. 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 a [SSEAC Academic](#)
- 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 and early-career researchers
- Applications that have matching funds will be prioritised

Grant recipients will be required 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
- Provide evidence of submission of a special edition or book proposal and copies of edited chapters by 30 June 2025
- Submit periodic progress reports a final report (including expenditure report) by 30 June 2025

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 2023-25. 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 retain 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 November 2023 and must be spent by 30 June 2025.

SUBMISSION AND DEADLINES

Applications should be submitted electronically to sseac@sydney.edu.au by **5pm Thursday 26 October 2023 (AEST)**. Late submissions will not be considered.