

## **APSA Annual Workshop Funding Scheme**

### **Guidelines 2022**

APSA provides funding each year to assist with the running of two or more eligible workshops proposed by APSA members at their respective universities. Applications supported by specialist groups and sub-committees are particularly encouraged.

APSA-funded workshops have a number of aims that include, but need not be limited to, providing a forum for in-depth discussion of participants' research, developing new and/or consolidating research networks, planning and pursuing publishing outcomes, and so on.

A workshop is a minimum of ten participants, with at least 50% financial members of APSA.

Eligibility of workshop applicants (all nominated convenors) is restricted to current financial members of APSA. An individual APSA member can be listed as a Convenor on no more than one proposed workshop (although they could be listed as a potential participant in more than one). Specialist groups and sub-committees can only support one bid each per year.

Workshop funding is awarded on a competitive basis. Ordinarily, depending on funding limits and quality of applications, the Executive Committee will seek to fund at least one workshop supported either by a specialist group or sub-committee (not one each). The total funds available in any one year will be determined by the Executive Committee according to the Association's cash flow.

Funding will be awarded to a standard value of \$11,000. In special circumstances, and where appropriate, APSA will consider applications for a higher amount.

The funding awarded to a successful application will be determined on an individual basis. The following issues will be taken into account when determining the merits of an application:

- Coherent statement of the rationale for the workshop
- Clear statement of workshop aims/objectives
- Explicitly addresses the significance of the proposal for political studies
- Clearly articulates the relationship between the workshop's rationale, objectives and anticipated outcomes
- Originality of proposed workshop focus/themes/topics
- Clearly outlined programme of activities consistent with workshop rationale and objectives
- Statement of anticipated workshop outcomes
- Budget is appropriate for the successful realisation of workshop objectives/outcomes (value for money)
- Outline of potential publication plans

Special consideration will be given to applications that are led by and/or include in significant and substantive ways:

- early career researchers
- Aboriginal and Torres Strait Islander scholars
- high proportions of financial members of APSA

All applications will be expected to demonstrate that matching funds will be used to meet the full cost of the event.

APSA workshop awards WILL support the following items of expenditure associated with the running of the workshop:

- fares for participants from within Australia
- accommodation for non-local participants
- catering for lunch, morning and afternoon teas
- specified printing and administrative expenses
- RA costs associated with organising the workshop, and/or activities leading towards publication outcomes particularly where this involves post-workshop mentoring for ECAs.

APSA workshop awards WILL NOT support:

- cost of venue hire
- conference dinner
- alcohol expenditure
- speakers' fees
- international airfares

The APSA Executive Committee will assess the proposals and determine the successful application(s). The Executive Committee reserves the right to co-opt expert advice when necessary.

Successful applicants will be expected to produce a written report on the workshop, including a budgetary statement, a list of participants, plans for publication of all or some of the papers, and accompanying photos suitable for use by APSA for the promotion of its annual round of workshop funding.

All enquiries and applications should be directed to the APSA National Office Executive Assistant: [Arts-SSPS-APSA@unimelb.edu.au](mailto:Arts-SSPS-APSA@unimelb.edu.au)

**The closing date for 2023 workshop applications is TBA.**

Both successful and unsuccessful applicants will be notified by email.