APSA Annual Research Workshop Funding Scheme

Guidelines 2023

**Overview**

APSA provides funding each year to assist with the running of research-focused workshops proposed by APSA members. Applications supported by APSA specialist groups 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.

Workshop funding is awarded on a competitive basis. The APSA Executive Committee will assess proposals and determine successful applications. The Executive Committee reserves the right to co-opt expert advice when necessary. Ordinarily, depending on funding limits and quality of applications, the Executive Committee will try to fund at least one workshop supported by an APSA specialist group or sub-committee. The total Workshop funds available in any year will be determined by the Executive Committee.

**Core funding rules**

* A workshop proposal must include a minimum of ten participants, with at least 50% financial members of APSA at the time of application. All the workshop convenors listed on the application form must also be current financial members of APSA at the time of application. An individual APSA member can be listed as a Convenor on only one workshop proposal (although they could be listed as a potential participant in more than one). Specialist groups and subcommittees can only support one bid each per year.
* 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.

**Selection criteria**

The following criteria will be taken into account when determining whether to fund an application:

1. Significance of workshop aims/objectives and rationale for political studies
2. Innovation and originality of proposed workshop theme and topics
3. Clearly outlined program of activities consistent with workshop rationale and objectives
4. Well-defined workshop outcomes, including publication or other output plans
5. Budget is appropriate for the feasible realisation of the workshop’s aims and outcomes

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

• early career academics (ECAs)

• Aboriginal and Torres Strait Islander scholars

• high proportions of financial members of APSA

• endorsement by an APSA specialist group – or evidence that this workshop will help to support and consolidate an emerging research network

Applicants should ensure that they address all these criteria in their application.

**Budget rules**

APSA workshop awards WILL support the following items of expenditure where they are reasonable and 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

• Limited RA costs associated with organising the workshop and/or activities leading towards publication outcomes (e.g. post-workshop mentoring for ECAs).

APSA workshop awards WILL NOT support:

• cost of venue hire

• conference dinner

• alcohol expenditure

• speakers’ fees

• international airfares

Applicants should ensure that they show how their budgets represent value for money and that they include any details about in-kind or matched funding where appropriate. All applications will be expected to demonstrate that university-based funds will be used to meet the full cost of the event.

**Post-workshop reporting**

Successful convenors will be expected to produce a written report on their workshop, including a budget statement, a list of participants, plans for publication, and accompanying photos suitable for promotional use by APSA. This report should be submitted to the APSA National Office within three months of the workshop taking place.

**Submitting an application**

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 10 February 2023.

Both successful and unsuccessful applicants will be notified by email.