



ACADEMY OF
THE SOCIAL SCIENCES
IN AUSTRALIA

ASSA Workshop Program 2018-2019

Grant Application Guidelines

1. The Workshop Program

The Workshop Program is a principal component in the Academy's promotion of research in the social sciences. Academy workshops are small gatherings of those working at the cutting edge of social science research. It is expected that a diversity of perspectives will be presented from the variety of social science disciplines, and that the emphasis on invited participants will be on **active researchers in the field**.

1.1. Purpose

The purpose of the Workshop Program is to advance knowledge through in-depth discussion, and to promote its application by the dissemination of workshop outcomes through publication. It is expected that the ideas and research discussed at the workshop will be rigorously debated and that they are open to scrutiny by scholars within the social sciences and others. The Academy expects:

- Papers presented at workshops to be readily available in the public domain, with appropriate attribution of opinion by the participants.
- Encouragement, where appropriate, to be given to participants to develop policy statements. Such statements are intended to act as 'signposts' rather than detailed prescriptions; for example, advice that suggests appropriate strategies grounded in sound social science research or advice that furthers the debate on issues that may require policy intervention or consideration by government. Policy statements of this kind can also assist in raising awareness of social science research and its relevance for policy development.
- All workshops, even those with a clear policy outcome, will be strongly rooted in the social sciences.

1.2. The workshop format

The workshop format is interactive, normally held over **two days**, and includes a dinner at which further exchange and discussion can continue informally. **Inter-disciplinarity** is expected with representation from a range of institutions, and the topics and participants should reflect this. It is expected that participants will include:

- Established researchers and leaders in their areas of expertise.
- Early career researchers who are challenging and/or adding to debate. There must be at least two early career researchers who are **Australia-based**.

For the purpose of the Workshop Program, Early Career Researchers (ECRs) are **within five years of the start of their research career**, that is they have been awarded a PhD or equivalent research doctorate (or commenced working as a researcher in a tertiary institution) within the last five years. (A longer time period is permitted if there have been significant career interruptions).

Participation is not limited to academics, and where appropriate, representatives from government, community and the private sector who are experts on the topic should be invited. This is particularly relevant if there are policy and practice components to a workshop proposal.

Numbers are limited to **20** participants to allow for meaningful exchange of ideas and extensive in-depth debate. All participants must attend the entire workshop program.

Please note that workshops are not public forums.

1.3. Program funding parameters

Funding is for workshops to be conducted in the period **01 July, 2018 - 30 June, 2019**.

Workshops will be funded to a maximum of **\$9,000** which **includes** provision for **\$1,500** towards the cost of a digested analysis paper. All grant recipients are required to provide this paper.

Workshop applications will be assessed upon their themes, quality and range of participants, quality of the proposal and program, and expected outcomes.

To be competitive, applications should have a clear theoretical or conceptual framework, a precise statement of objectives with a detailed program, with proposed speakers listed for each session, and a signification proportion of confirmed participants. The program should clearly reflect the workshop objectives.

The number of workshops funded and the amount allocated depend on the Academy's overall budget, which is subject to change. The applications for funding are considered by the Academy Workshop Committee and are judged on the excellence of the application and the breadth of specialisation and experience of the contributors. Applicants should, however, consider the Strategic Statement of the Academy (<http://www.assa.edu.au/assa-strategic-statement/>) in addressing the likely benefits of the proposed workshop. In particular, applicants may wish to highlight the relevance of their application to the strategies of facilitating excellence, fostering early and mid-career social science researchers, and enhancing social science research capacity. The strategy of building awareness, in particular facilitating innovative multi-disciplinary programs, engaging with business, industry, non-governmental organisations and the community and disseminating ASSA's work nationally and internationally may also be considered. Applications do not need to address all of the listed Strategies but highlight those of particular relevance.

1.4. Convenors

Workshops can have one or several convenors. **At least one of the convenors must be a Fellow of the Academy**, unless the applicants can clearly demonstrate that there is no appropriate Fellow available for their workshop. A complete listing of ASSA Fellows can be found at: <http://www.assa.edu.au/fellowship/fellows>

The responsibilities of the convenors include:

- Ensure the smooth and efficient planning and operation of the workshop.

- Consult and co-operate with the Academy on development of a media release for the workshop.
- Ensure that the Academy's name and logo (available on request from the Program Manager) is printed on all invitations, programs and publicity for the workshop, and in all resulting publications (as well as other outputs such as websites). The Academy should be acknowledged as a sponsor of the workshop.
- Provide two short written reports for the Secretariat within two months of the workshop:
 - The main report of up to 1500 words should comprise a digested analysis of the issues discussed as well as the main conclusions of the workshop, and any next steps, in a form suitable for publication on the academy's website and for distribution to the media, policy-makers or opinion leaders. The authors of the report should be clearly identified. In other words, the digested analysis paper should be written predominantly for a broader public (non-academic) audience. It should both give an account of the workshop and pull out the most interesting and important issues that the workshop addressed. Depending upon the subject matter of your workshop, suitable models for the writing style for the digested analysis paper could range from the style used to explain academic research in a contribution to *The Conversation* website to the style used in a background *Policy Brief*.
 - A second report is required for administrative purposes comprising a copy of the final program (including dates, venues and conveners), a list of all the participants and the plans for publication/dissemination of results. Conveners may include in this report any observations about the value or contribution of the workshop format or program, and/or suggestions for changes or improvements, to assist the program's future development.
- For proposals with a strong policy focus, your letter of offer may request that you provide a short policy statement, outlining the main policy implications identified during the workshop that builds on the digested analysis paper. The policy statement may be published on the Academy's website or provided to policy-makers as agreed in consultation between the conveners and the Workshop Program Committee.
- Submit a budget acquittal within two months of the workshop being held.

1.5. Outcomes

The Academy expects dissemination of the workshop outcomes through publication via a recognised publishing house or refereed journal.

In addition, other suitable outcomes might include:

- Published paper/s in professional journal/s
- Publication on a university, institution or academy website
- Media article (newspaper, radio or television)

Examples of past workshops funded by the academy are available at the academy's website at www.assa.edu.au .

1.6. Application deadline

Application forms should be submitted via email by **Friday, 29 September 2017**

1.7. Application Submission

Application forms should be submitted via email to:

Mr Murray Radcliffe

Deputy Director

Academy of the Social Sciences in Australia

Email: murray.radcliffe@assa.edu.au

Phone: (+61) 2 6249 1788

Important information

- Funding is for workshops to be conducted in the period 1 July 2018- 30 June 2019.
- Workshop applications will be assessed upon their themes, quality and range of participants, quality of the proposal and program and expected outcomes.
- To be competitive, applications should have a clear theoretical or conceptual framework, a precise statement of objectives with a detailed program, with proposed speakers listed for each session, and a signification proportion of confirmed participants.
- The program should clearly reflect the workshop objectives.
- Workshops will be funded to a maximum of \$9,000.
- The deadline for applications is Friday 25 September 2017.