1. About the workshop
	1. Workshop title: *(please keep title short)*

* 1. Convenor(s): *(between one and three)*
		1. **Convenor 1:**

|  |  |
| --- | --- |
| Name:  | Address:  |
| Phone:  | Email:  |

* + 1. **Convenor 2:**

|  |  |
| --- | --- |
| Name:  | Address:  |
| Phone:  | Email:  |

* + 1. **Convenor 3:**

|  |  |
| --- | --- |
| Name:  | Address:  |
| Phone:  | Email:  |

* 1. Proposed dates: *(workshops in this round of funding are to be held within the financial year Jul ’19-Jun ’20)*

* 1. Venue: *(must be in Australia)*

* 1. Summary of proposal: *(approx. 100 words)*

Summarise the aims, significance, and expected outcomes of the workshop.

* 1. Summary of proposal for public release: *(max. 60 words)*

Provide a two sentence description of the purpose and expected outcomes of the workshop in a form suitable for media or similar material.

* 1. Description: *(max. 1000 words)*

State the objectives of the workshop and explain the significance of the issues to be discussed in it. Give a clear overview of the themes of the workshop.

Note: For successful applications, the information below will be reproduced on the Academy's website.

* 1. Assessment: *(max. 500 words)*

Give a clear overview of the likely benefits of the workshop.

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’s Workshop Committee and are assessed on their themes, quality of participants, range of specialisation, experience of contributors, strength of the proposal and program, and significance of expected outcomes.

Applicants should consider the Strategic Statement of the Academy in addressing the likely benefits of the proposed workshop. This can be found at: <http://www.assa.edu.au/assa-strategic-statement/>. Applicants may wish to highlight the relevance of their application to facilitating excellence in social science research, developing early and mid-career social science researchers, and enhancing social science research capacity. Multi-disciplinary programs, engagement with business, industry, non-governmental organisations, and the community, and dissemination of the Academy’s work nationally and internationally may also be considered. Applications need not address all listed strategies, but should highlight those of relevance.

Note: For successful applications, the information below will be reproduced on the Academy's website.

About the program

* 1. Program details:

Clearly outline the proposed program, indicating session times and titles, followed by a list of topics with a brief description of each, and the names of presenters.

* + 1. **Program: Day 1**
		2. **Program: Day 2**

* 1. Participants: *(max. 20. At least one fellow of the Academy should convene the workshop and should be indicated with a \*, and at least two Early Career Researchers should attend the workshop and should be indicated with a +)*

Provide a list of potential participants including their institutional affiliation, discipline, and whether or not their participation has been confirmed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Institution/Affiliation** | **Discipline** | **Role** | **Invited Y/N** | **Confirmed Y/N** |
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If you have not included a fellow of the Academy as a convenor of your workshop, state the reasons.

At least one of the convenors of the workshop should be a fellow of the Academy. A list of the Academy’s fellows, sorted by name and discipline, can be found at: <http://www.assa.edu.au/fellowship/fellows>

An application for a workshop not convened by at least one fellow can be successful if and only if it clearly demonstrates there is no appropriate fellow of the Academy available to convene the workshop, hence no alternative but to nominate convenors who are not fellows of the Academy.

1. Draft budget

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| --- | --- | --- |
| Budget item | Description | Amount |
| **Travel \*** |  |  |
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| **Accommodation** |  |  |
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|  |  |
| **Catering ^** |  |  |
| **Venue +** |  |  |
| **Publication #** |  |  |
| **Other (admin costs etc.)** |  |  |
| **TOTAL** |  |  |
| **Amount requested from ASSA** |  |  |
| **Other funding** |  |  |

*\* Travel: The Workshop Program does not fund international fares, unless a very strong case can be made for the designation of such a large proportion of the available funding to be allocated to an airfare for a single participant.*

*^ Catering: The Academy does not pay for alcohol.*

*+ Venue: Workshops funded under the Academy’s Workshop Program are to be held in Australia. Given the prestige associated with the Academy's workshops, the Academy expects host universities would normally provide a venue free of charge as part of their contribution.*

*# Publication: An estimate of the costs associated with a publication arising from the workshop (editing, preparation of maps, diagrams, indexing, and so on). The Workshop Program does not provide funds for publishing.*

*† Other funding: Convenors are encouraged to consider additional sponsors and to identify these, together with their level of support, when submitting their proposal.*

1. Workshop Outcomes

Indicate how the expected outcomes of the workshop will be disseminated.

The Academy expects publication and circulation of workshop outcomes through a recognised publishing house or refereed journal.

Application Submission

Application forms should be submitted via email by ***Friday, 5 October 2018*** to:

**Dylan Clements**

Programs Manager

Academy of the Social Sciences in Australia

Email: dylan.clements@assa.edu.au

Phone: (+61) 2 6249 1788

**Would you like to register your email address for advice of any updates about the Workshop Program?**

Yes [ ]  No [ ]