1. About the workshop
	1. Workshop title:

* 1. Convenor(s):
		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 2020-Jun 2021)*

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

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

Provide a two sentence description of the purpose, significance, and expected outcomes of the workshop in a form suitable for publicity.

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

State the purpose and significance of the workshop, clearly outlining the themes of the workshop. This will be publicised on ASSA's website.

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

Give a clear overview of the benefits of the workshop.

The number of workshops funded and the amount allocated depend on ASSA's overall budget, which is subject to change. The applications for funding are considered by ASSA’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 ASSA’s Strategic Statement (<http://www.assa.edu.au/assa-strategic-statement/>) in addressing the likely benefits of the workshop. 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 ASSA’s work nationally and internationally may also be considered favourably. Applications need not address all listed strategies, but should highlight those of relevance.

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 ASSA fellow 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.

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

At least one of the convenors of the workshop should be an ASSA fellow. A list of fellows 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 ASSA fellows available to convene the workshop, hence no alternative but to nominate convenors who are not fellows.

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.

ASSA 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, 4 October 2019*** 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 [ ]