



GUIDELINES FOR FUNDING MEETINGS OF IPSA RESEARCH COMMITTEES

(Excerpt from the IPSA Rules and Procedures, Book 7-10)

Title I - Funding of Research Committee Activities

Article 1

IPSA provides financial assistance available for all research committees on the basis of a fixed yearly amount allocated by the IPSA Executive Committee.

Article 2

A maximum amount of US\$ 1,500 will be available to each accepted application by research committee as 'seed money' for meetings held during the two-year period between IPSA World Congresses.

Article 3

Priority will be accorded to collaborative activities involving:

- i. two or more research committees teaming up for a joint conference;
- ii. one or more research committees teaming up with a national political science association – or with one or more association subsections [standing groups, working groups etc.] – for a joint conference;
- iii. research committees that organize their first meeting of the 2-year period;
- iv. or research committees that have already organized one meeting without IPSA funding and are requesting seed money for holding a second during a given 2-year period.

Article 4

Local costs of the meeting must be covered by a local host or sponsor, indicating sufficient interest in the conference project. In accordance with established IPSA rules, IPSA funds should be used for contributing to the travel expenses of paper-givers on a "fair" basis taking into account special needs, and also for administrative or other costs if they are adequately substantiated. Funding may not be used for paying honoraria.

Article 5

In exceptional cases, a contribution towards the publication of a book or journal may be considered. No support can be extended to book projects or manuscripts for which no publisher

had been found and no contract has been signed. In the interest of encouraging international contributions to volumes involving IPSA-related activities, support of a maximum of US \$500 might be granted toward the copy-editing of contributions by non-native speakers of IPSA languages.

Title II - Procedures for Funding Request

Article 6

Research Committee Chairs and Co-/Vice-Chairs are the only officers eligible to apply for funding on behalf of a Research Committee.

Article 7

Application forms for financial assistance are available online; these forms must be filled and signed by the eligible officers. In case of a joint event, each RC requesting funding must submit an individual application – collective applications will not be considered. Any application for financial assistance must provide the following information:

- i. The amount of funding requested;
- ii. The purpose for which the funding is required;
- iii. The period (years) in which the money will be spent, including an outline budget;
- iv. A statement of the research committee's finances for the current or most recent available year.

Article 8

The application form must be submitted with all requested documentation to the RC Liaison Representative by March 1st or 1st of September of each year. Any questions concerning the forms or the funding request process should be addressed to the RC Liaison Representative. The application will be considered by the Committee on Research and Training at its subsequent meeting.

Article 9

In assessing applications, the Committee on Research and Training will consider (1) the quality of the application and (2) the quality of the work of the research committee based on earlier evaluations.

Article 10

All RCs approved for funding must submit eligible expenses to the IPSA Secretariat within six months of the funded event. Eligible expenses must be substantiated by appropriate documentation (invoices, receipts, etc.). Only officers eligible to apply for funding on behalf of an RC may receive funds on behalf of the RC.