Chairs and Co-/Vice-Chairs of research committees are invited to complete and send the following form (with relevant documentation), to the RC Liaison Officer.

1. Name of research committee: ____________________________________________

2. Name and address of applicant: ____________________________________________
   ____________________________________________
   ____________________________________________

3. Position of applicant in RC*: ____________________________________________

4. Title of the event: _______________________________________________________

5. Dates and location: _______________________________________________________

6. Organizer(s) of the event: ________________________________________________
   ____________________________________________
   ____________________________________________

7. Sum being requested: ____________________________________________________

8. Total budget of the event: ________________________________________________
   (please supply also an outline budget)

*The Research Committee Chairs and Co-/Vice-Chairs are the only officers eligible to apply for funding on behalf of a Research Committee.
9. Event description:

10. In case of a joint venture with another RC or a political science association (PSA), please insert an explanatory section here:

11. Expected Format:

The format is a workshop to be held at… (xxx). The workshop will consist of (xxx) panels (each with xxx paper-givers), with one discussant and one chair per panel. Each paper-giver will make a 15-minute presentation. Once the panelists have concluded their presentations, the discussant will provide a brief set of oral comments (10-15 minutes). The panel chair will then open the floor to questions and discussion (45-60 minutes) from the audience.

12. Content:

The workshop is expected to comprise the following panels:

[Please insert the panel themes, names and institutional affiliations of expected paper-givers, and titles of papers; as far as possible, also names of discussants and chairs]

The following contributors will be supported by the funding:

[Please insert names, institutional affiliations, and reasons for support]

13. Output:

The results of the workshop will be communicated within the IPSA and wider academic communities (as well as outside it to practitioners and policy-makers) via…. Following the workshop, leading academic publishers that have published books either focusing on a similar topic or employing a compatible theoretical approach, such as … (xxx), will be contacted. Commercial peer-reviewed presses, such as… (xxx), will also be considered.
14. **Budgeting and Funding Applications:**

The amount budgeted for the workshop is (US$xxx). Local costs of the meeting will be covered by the local host (xxx), and three organizations have been indicating interest and various forms of support for the workshop project: the… (xxx) Fund will provide US$xxx; the… (xxx) has pledged its organizational support for the workshop as well as US$xxx; and the… (xxx) has indicated that we are eligible to receive US$xxx in funding.

As Chair of IPSA RC xx (and workshop organizer), I am applying for **US$1,500** in funding from the IPSA Committee on Research and Training (CRT) so that we reach the (xxx) budget-target. It is understood that 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.

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**Please send this completed form and accompanying documentation (if necessary) to:**
RC Liaison Officer, Christ'l De Landtsheer at christl.delandtsheer@uantwerpen.be
Also ad in C.C. kneuer@uni-hildesheim.de and mathieu.stlaurent@ipsa.org