



## **GUIDELINES FOR FUNDING MEETINGS OF IPSA RESEARCH COMMITTEES**

*(Excerpt from the IPSA Rules and Procedures)*

### **FUNDING OF RESEARCH COMMITTEES**

#### **Title I**

#### **Funding of Research Committee Activities**

##### *Article 1*

IPSA provides financial assistance available for all research committees on the basis of a fixed amount allocated by the IPSA Executive Committee for that purpose. Each research committee will be entitled to receive that financial support once every two years. The aim of that financial support is to encourage the research committees to organize activities or events (workshops, symposia, conferences, etc) in the non-congress years of the two-year cycle between World Congresses.

##### *Article 2*

A maximum amount of US\$ 1,500 will be available to each accepted application by a research committee as 'seed money' for events (meetings, workshops, symposia, conferences) held during the non-Congress years.

##### *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, the funded amount (US \$1500 per research committee every two years) could be used not for the organization of an event but as a contribution towards the publication of a book or journal. 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 additional US \$500 per research committee every two years might be granted toward the copy-editing of contributions by non-native speakers of IPSA languages. IPSA logo must be included on the front or back cover and credits pages of the book.

### **Title II**

#### **Procedures for Funding Request**

#### *Article 6*

Research Committee Chairs and Co-/Vice-Chairs are the only board members 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 out and signed by the eligible board members of the research committees applying for funding. In case of a joint event, each RC chair requesting funding must sign the joint application. Any application for financial assistance must provide the following information:

- (i) The amount of funding requested;
- (ii) The purpose (information on the specific activity) for which the funding is required;
- (iii) The period (years) in which the money will be spent, including a budget outline;
- (iv) The signature of the research committee chairs requesting the funding.

#### *Article 8*

The application form must be submitted with all requested documentation to the RC-EC Liaison and IPSA Secretariat prior to the event by March 31st or September 30<sup>th</sup>. Any questions concerning the forms or the funding request process should be addressed to the RC-EC Liaison. The application will be considered by the Committee on Research and Training at its subsequent meeting.

#### *Article 9*

The Committee for Research and Training will assess the applications once they have been verified as meeting the required criteria, and submit a funding proposal for approval to the Executive committee at its next meeting. 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 research committee chairs or vice-chairs who signed the application for funds on behalf of their research committee 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.). Not fulfilling these justification obligations could compromise funding for that RC in the following years. Only chairs and vice-chairs eligible to apply for funding on behalf of a research committee may receive funds on its behalf.

## **Title III**

### **Websites**

#### *Article 11*

Research committees' websites are constructed and hosted by the IPSA Secretariat on the basis of information provided by research committees. Managing and updating the website is the responsibility of each research committee. No funding is consequently available for such websites.

#### *Article 12*

Financial support for newsletters will not be granted.

#### *Article 13*

The administrative services are the responsibility of the research committee's chairs and other board members, and cannot be funded by IPSA.