



**IPSA COMMITTEE ON RESEARCH AND TRAINING**

**FUNDING OF RESEARCH COMMITTEE'S MEETINGS**

**APPLICATION FOR FUNDING**

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

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.

**Please send this completed form and accompanying documentation (if necessary) to:**

RC-EC Liaison, at Dr. Carmelo Cattafi ([rcliaison@ipsa.org](mailto:rcliaison@ipsa.org)).

Also add in C.C. [k.kubo@waseda.jp](mailto:k.kubo@waseda.jp) and [mathieu.stlaurent@ipsa.org](mailto:mathieu.stlaurent@ipsa.org)