

JOINT SESSIONS GRANTS AVAILABLE FOR PARTICIPANTS

The grants for participants at the Joint Sessions of Workshops will replace the general reimbursement payments that have been distributed in the past to the majority of workshop participants. The budget will be the same as for reimbursements, but the available funds will be targeted specifically at newer or retired members of the political science profession and members of the profession who are on temporary contracts. Each recipient of a Joint Sessions Grant will receive a maximum of €500 to cover travel and accommodation costs.

The criteria for applications is as follows:

1. Applicants must belong to a full (paid up) ECPR member institution.
2. Applicants must have been employed in the profession for fewer than 5 years and do not qualify for the mobility fund for graduate students.
3. A retired academic who was affiliated to a member institution can also apply.
4. Applicants must be the sole presenter of a workshop paper, though this can be a co-authored paper.
5. Applications must be received by the last Friday of January

Additional notes:

- The selection panel will endeavour to ensure that the grants are distributed as evenly as possible throughout the workshops, to ensure a good geographical spread and to ensure a fair gender balance..
- Applicants will be required to provide a short statement to support their applications, as is the case when applying for a mobility fund grant.
- Applicants must provide evidence that they are self-funded, by way of a letter from the Head of Department.
- All applicants will be advised of the outcome of their application within two weeks of the deadline.
- Applicants must attend the workshop for the whole period.
- The grant will be paid after the Joint Sessions upon production of proof of status (which could be a letter from the Head of Department, for example) and receipts. Where the full costs of accommodation or travel are covered, original tickets, boarding passes and receipts are required.
- All claim forms and receipts need to be received by 31st May 2011 at the latest.
- Workshop Directors are not eligible to apply for a Joint Sessions Grant.

WORKSHOP DIRECTORS GRANT FOR JOINT SESSIONS

Only one workshop director (from a full member institution) per workshop is eligible to receive a grant. A maximum of €750 is available and this amount can only be used towards travel/accommodation expenses. Please note that workshop directors are not eligible to apply for Joint Sessions Grants.

The total of your claim cannot exceed €750.

What can be claimed for:

- Travel - the cost of an economy ticket. Reasonable local transfers (ie. bus from airport to accommodation) may also be claimed if within the €750 grant and upon production of valid receipts. Business/first class travel will **not be** reimbursed.
- Accommodation – a maximum of five nights' accommodation.

Additional notes:

- Before payment can be issued a short report on your workshop (about 750 words) and a completed questionnaire should be sent to Marcia Taylor (ecpr@essex.ac.uk).
- Grants will be paid after the Joint Sessions and upon production of valid receipts for your travel and accommodation costs. Original tickets, boarding passes and receipts are required.
- All claim forms and receipts need to be received by 31st May 2011 at the latest.