

Procedures for Applying for Grants for Participation in Academic Events Relevant to Baltic Sea- and Eastern European research

- The grant applies to those who have academic employment at Södertörn University (SH) during the period when the event to which the application is to take place.
- The grant is intended to cover costs incurred concerning events (participation in the event, entrance fee, conference materials, etc.), travel, accommodation and other relevant expenses.
- Applications will be processed on an ongoing basis. However, applicants can submit only one application per semester.
- The grant applied for must be financially reasonable and with a maximum limit of SEK 30,000 / application.
- CBEES reserves the right to manage and review applications within two weeks of the application being submitted. Applicants will be notified if this period becomes longer.
- This grant can only be applied for in cases where there is no other available funding, such as project funds, conference grants, expense funds or the like.
- Applicants need to present the purpose and relevance of the event to the Baltic Sea and eastern European research.
- The applicant's Head of the department (*avdelningsföreståndare*) must approve the application. This also guarantees the conditions for allocating funds are met.
- Costs in addition to the granted funds must be covered by other means, nor can they be covered by a new application for a grant from CBEES.
- In the unlikely event that an approved grant cannot be used (in case of illness, cancelled event, etc.), applicants must promptly notify CBEES. Unfortunately, extending the grant availability period is not possible. If the intended conference is postponed until the following year, funds must be applied for again.
- Incomplete applications will not be assessed.
- The application form can either be signed by both parties manually, on paper and then scanned or signed electronically via EduSign by both parties. In both cases, the form is uploaded in the online application form.

Link to the online application form to complete your application:

<https://forms.office.com/e/hTvxJPdNvf>

Application for a Grant for Participation in Academic Events Relevant to Baltic Sea- and Eastern European Studies

Details about the applicant and event

Name of applicant:

Department/School at SH:

Division and possibly subject:

Event name:

Start date (of the event):

End date:

Place (and country):

Travelling abroad? Yes No

Relevance to Baltic and Eastern European Research:

Budget allocation – the total estimated costs:

Comments on the total estimated cost and the other relevant additional costs:

Applicant's acknowledgement

I have read the information regarding routines and commitments on the first page.

I hereby agree to these.

Signature:

Name:

Date:

Head of the department's acknowledgement

I have read the information above regarding the procedures, commitment, and relevance of the application on the first page of this document.

I hereby agree that the applicant may submit this application.

Signature:

Name:

Date:

Completed by CBEES

Application granted: Yes No With amount:

Signature:

Name:

Position: CBEES Director

Date: