



2021-05-04

GUIDELINES FOR APPLICATIONS TO CBEES FOR FUNDING FOR CONFERENCES, WORKSHOPS AND SEMINARS – SPRING + FALL 2021

CBEES provides funding for activities – conferences, workshops and seminars – within the centre's area of interest.

Eligible applicants for funding are researchers, teachers and doctoral students who are active at Södertörn University. Before an application, the applicant should contact one of the professors at CBEES to discuss and develop the planned activity. This contact person (or a different one) should be involved in both the planning and the implementation of funded activity.

Applications are dealt with and decided upon by CBEES following the established criteria and within the set financial framework. Instructions for applications, including the relevant dates, are posted on the university's intranet. Applications that are approved shall follow the demands of the conference checklist; this is available on the web.

Conferences, workshops and seminars are granted funding according to the following criteria:

1. Relevance to CBEES' areas of activity, i.e. relevance to the Baltic Sea region and Eastern Europe. Relevance means both the theme of the activity and its strategic significance in developing and publicising [CBEES' profile](#).
2. Its significance to the research profile at Södertörn University, including internal and external networking and dissemination of research results. For this reason, activities shall normally be located on the premises of Södertörn University in Flemingsberg.
3. The efficiency and realism of the proposed budget.
 - a) The cost shall be motivated in relation to the aims and expected result of the planned activity. The total cost of a conference shall not normally exceed SEK 100,000 and SEK 50,000 for a workshop.
 - b) The proposed budget shall include funding to cover the cost of the work involved in organising and administering the activity. However, these costs are not allowable if these activities are already included in the applicant's position.

The application must include the following.

1. Information about:

- the name of the planned activity
- type of activity (conference, workshop or seminar)
- planned date of the activity
- the place for the activity
- information about the applicant (name, degree, workplace and position at Södertörn University).

2. A description of the activity:

- purpose and relevance to the Baltic Sea region and Eastern Europe (including how this has been discussed and developed with a professor/research leader at CBEES)
- target group and number of participants
- content and structure
- organisation (organising committee, assistants, etc.)
- planned result (e.g. book project, research application, etc.)
- Name of the CBEES professor/research leader that was contacted before the application.

3. The budget and budget template shall be appended following CBEES' guidelines at the grant announcement page on the staff intranet (Medarbetarwebben).

This information must be no more than four pages long, not including the separate budget form.

Conference report

A report (using the report template) must be sent to CBEES no later than two months after the end of the conference. The budget template can be downloaded from the Staff intranet and link to the online report tool is to be found on the same website.