



02 January 2024

## GUIDELINES FOR APPLICATIONS TO CBEEES FOR FUNDING FOR CONFERENCES, WORKSHOPS AND SEMINARS – SPRING 2024

CBEEES 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 or research coordinators at CBEEES to discuss and develop the planned activity. This contact person (or a different CBEEES colleague) should be involved in planning and implementing a funded activity.

Applications are handled and decided on by CBEEES in accordance with the established criteria and within the set financial framework. Application instructions, including the relevant dates, are posted on the university's intranet. Approved applications must 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 CBEEES' areas of activity, i.e. relevance to research on the Baltic Sea region and Eastern Europe.
2. Its significance to the research profile at Södertörn University, including internal and external networking and dissemination of research results. For this reason, activities should primarily 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 usually exceed SEK 100,000 and SEK 50,000 for a workshop.
  - b) The proposed budget must 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)
- scheduled 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:

- The purpose and relevance to the Baltic Sea region and Eastern Europe (including how this has been discussed and developed with a professor or research coordinator 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.).

3. The budget (budget template) must be appended following CBEES' guidelines at the staff intranet's grant announcement page (*Medarbetarwebben*).

This information must not exceed four pages, not including the separate budget form.

**Right of disposition and financial reporting**

Funds are available for use until no later than July 31 (for events planned for the spring semester) or December 31 (for events planned for the Autumn semester). In connection with a completed event, the financial officer at the Department/School must make a financial follow-up and the remaining unused funds must be transferred back to CBEES.