



WORKSHOPS PROGRAM

APPLICATION GUIDELINES



WHAT IS THE WORKSHOPS PROGRAM?

The Academy Workshops Program offers Australian social scientists financial assistance to host multidisciplinary workshops which aim to advance research and policy agendas on nationally important issues.

The Academy supports up to eight workshops each year with funding to a maximum of \$9,000 (excl GST).

Its purpose is to be a catalyst for innovative ideas in social science research and social policy, to build capability amongst young researchers and to foster networks across social science disciplines and with practitioners from government, the private sector, and the community sector on issues of common concern.

Over the past 30 years the Academy has supported over 190 workshops involving thousands of leading experts across Australia. It continues to be an exciting and integral means of delivering on the Academy's goal to recognise and champion excellence in the social sciences.



Participants at the 1992 workshop: A national survey of Aboriginal and Islander populations: problems and prospects, jointly sponsored with CAEPR

“their purpose is.. to bring together small groups of expert and highly motivated scholars to consider and foster the development of research in a particular area of great importance to society - Professor Peter Karmel AC, Academy President 1987 - 90



HOW DO I APPLY?

If your workshop meets the criteria and conditions set out in these Guidelines, please visit socialsciences.org.au/workshops-program to begin your application via the online portal.

In the online portal, you will find the application form, containing the essential questions we will use to evaluate your application. We recommend downloading the application form in Word format, completing and saving a copy offline. Once you have finished, simply upload the completed application form to the online portal and submit it.

Applications close **Friday, 25 August 2023**. Submitted applications will be assessed by the Academy Grants and Awards Committee.

If you have any questions, please contact:

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APPLICATION FORM GUIDANCE

ONLINE PORTAL

The online portal will ask you to identify up to four workshop convenors including their contact details.

Convenors must include at least one Academy Fellow. A list of Fellows can be found at: socialsciences.org.au/fellows-directory/.

If you have not included an Academy Fellow as a convenor of your workshop, please state the reasons. Exception to this rule will only be made if applicants can clearly demonstrate there is no appropriate Fellow available to convene the workshop.

The responsibilities of the convenors include:

- ensuring the smooth planning and operation of the workshop
- coordinating signature and return of a funding agreement between the Academy and the applicant's relevant institution. The Academy funding agreement sets out the terms and conditions of our grants

- working with the Academy on communication and promotion of the workshop, including appropriate recognition of the Academy as a sponsor of the workshop
- ensuring workshop outputs (incl. presentations, abstracts, subsequent publications) are made publicly available
- completing post-workshop reporting to the Academy. This will include a post-event survey and/or report and provision of at least one image documenting the event if participants consent to being photographed
- submitting budget acquittal within two months of the workshop date.



Participants at the 2002 workshop: Investing in our children: developing a research agenda, Melbourne

APPLICATION FORM

The application form will ask you to describe your workshop concept, objectives, anticipated impact and outputs, along with providing a copy of the draft program. Applications will be assessed on the need, relevance and strength of the proposal (with particular reference to the advancement of contemporary research and policy agendas), its multidisciplinary, the expertise of participants and the significance of expected outcomes.

Workshop format

Workshops consist of a series of structured presentation of ideas, followed by questions and discussion. They typically run over two days, including an informal dinner after the first night, at which further discussion can continue in a freeform way. While in-person events are preferable, virtual and mix method (virtual + in-person) modes of delivery will be considered where the applicant can demonstrate the core workshop objectives will be achieved.

Participant list

Workshops are not public forums and participants should be limited to a number considered conducive to deeper dialogue and leading to outcomes. Historically, the Academy has encouraged small-scale events (approx. 20 participants), however, larger numbers of attendees/observers will be considered if a case can be made by applicants, with appropriate justification provided. Please use the participant list template within the application portal.

“Our young researchers provide the critical pipeline for future talent and expertise. This is not only a huge opportunity for them to be mentored by an Academy Fellow and rapidly expand their networks, but their participation will also add new, fresh perspectives to each topic – Professor Jane Hall, Academy President, 2019 – 22.

The Academy expects participants to include both established researchers and leaders in their areas of expertise, and at least two early to mid-career researchers who are challenging or adding to debate. The Academy expects a meaningful proportion of participants confirmed as attending, and all participants to attend the entire workshop program.

When developing the participant list, applicants must consider the following:

- disciplinary mix of participants
- geographic spread of institutions represented
- The Academy equity, diversity and inclusion priorities and Reconciliation Action Plan
- inclusion of at least two early to mid-career researchers.

Participation is not limited to academics and, where appropriate, experts from government, community, and the private sector should be invited. This is particularly relevant if there are practical or policy components to a workshop proposal.

¹ All researchers in the social sciences who self-identify as an early or mid-career researcher (typically up to 15 years post-PhD, excluding interruptions) irrespective of their position.

Workshop impact and outcomes

At the conclusion of a workshop the Academy expects conveners to provide a summary of the discussion and any resulting actions, recommendations, or policy implications for further investigation.

The application will ask you to provide a clear statement of expected impact resulting from workshop on research and/or policy including how the impact will be measured and reported to the Academy.

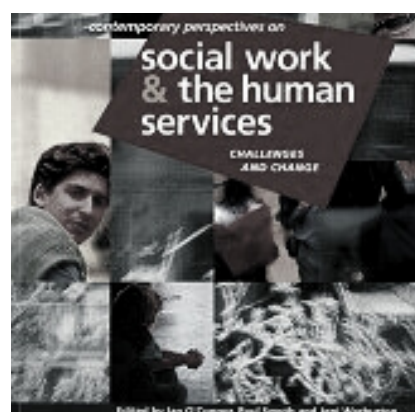
The Academy expects workshop outputs to be made publicly available. This may include (but is not limited to) publication by a recognised publishing house or refereed academic journal, policy statements, report publication on a university, institution, or academy website, or circulation of a media article (for instance, newspaper, radio, or television).

The Academy encourages applicants to consider a combination of output communication methods which are best suited to convey the discussion themes and outcomes of the workshop to relevant audiences.

“Workshops bring together scholars working at the leading edge of research...they have resulted in some excellent publications that have often had considerable impact on government
– Professor Fay Gale, Academy President
1997 – 2000

Budget

The application will ask you to outline your workshop budget. The budget should link to your workshop tasks and line items will vary depending on the proposed event format.



Select examples of publications resulting from Academy supported workshops between 1998 - 2000



Participants at the 2022 Computational social science in Australia workshop

The budget should include the amount requested from the Academy and secured from other funding sources (both financial and in-kind contributions). Applicants are encouraged to seek matched or additional funding from universities or other parties and the Academy welcomes co-badging of workshops.

The Academy will not fund international travel for participants (unless a strong case can be made) or alcohol. If the budget will be used towards publishing costs, this should not be a significant portion of the overall budget requested.

APPLICATION SUBMISSION CHECKLIST

- I have completed all sections of the application form
- The participant list and program details templates are attached to my application
- I have checked the closing date for funding applications
- My proposed workshop date is within the following calendar year
- My workshop theme is anchored in the social sciences
- I have identified one Academy Fellow as a workshop convenor
- I have listed at least two early to mid-career researchers in the participant list
- The Academy portion of funding requested does not exceed \$9,000 (ex GST)