



# WORKSHOPS PROGRAM

APPLICATION GUIDELINES



# WHAT IS THE WORKSHOPS PROGRAM?

The Academy Workshops Program offers Australian social scientists financial assistance to host multidisciplinary workshops that 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 per workshop (excl GST).

The purpose of the Workshops Program 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 200 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.

“***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



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

# ELIGIBILITY

## Team

The Workshops Program is open to all social science researchers across Australia, including researchers working in non-university organisations, and researchers who have previously applied for or received a Workshops Program grant. At least one of the applicants must be employed by a university or research organisation with capacity to administer, acquit and report on grant expenditure.

Applications can include teams of up to four workshop convenors, and **at least one of them must be an Academy Fellow**. The requirement to include at least one Fellow supports the Program's goal to foster networks and collaboration among researchers in different career stages. A current list of Academy Fellows can be found at: [socialsciences.org.au/fellows-directory/](https://socialsciences.org.au/fellows-directory/).

Exceptions to this rule will only be made where applicants can clearly demonstrate that no appropriate Fellow(s) were available.

Inclusion of early and mid-career researchers in the convening team is highly encouraged.

A researcher can be listed in more than one application within the same application round.

## Delivery

**Workshops must be delivered in Australia.**

The current application round is for workshops delivered in the 2025 calendar year.

## Participants

As a general guideline, the number of workshop participants should be at least 15 and not larger than 25. Diversity is encouraged (career stage, disciplines, location, sectors, organisations, gender, ethnicity). Participants **must include at least two early to mid-career researchers**.

## Expenses

The funding requested from the Academy must not exceed \$9,000 (excl GST). However, seeking additional funding or in-kind support from other parties is encouraged, and the Academy welcomes co-badging of workshops.

Most expenses associated with delivery and promotion are eligible, such as travel and accommodation, catering, venue or equipment hire, note-taking assistance and publication-related expenses. Items not eligible for funding include international travel and alcoholic drinks.



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



# PREPARING A STRONG APPLICATION

The Academy encourages applicants to consider the following when completing their **Workshop Proposal** form.

## Assessment criteria

Applications will be assessed on the following five criteria (equally weighted):

- **Need and relevance.** The proposed workshop advances contemporary research and policy agendas on nationally important issues
- **Program design.** Proposed workshop activities, themes, session objectives and speakers provide an effective vehicle to achieve the workshop objectives
- **Participants.** The number of attendees is conducive to deep dialogue. Participants are diverse, and their expertise relevant to the topic. A significant portion of the participants has confirmed attendance
- **Outcomes and impact.** Convenors have a well-considered plan to disseminate and amplify workshop outputs, and a clear understanding of desired impacts on research, policy or practice
- **Budget.** Budget allocations are clearly outlined and align with the workshop objectives. The proposal shows efforts to leverage co-investment or in-kind support, to amplify workshop impact.

## Program and delivery

As a general rule, workshops are structured as a series of presentations, followed by questions and discussion. Workshops typically run over two days, and may include an informal dinner.

In-person events are preferable, but virtual and hybrid formats will be considered where relevant.

## Participants

Workshops are not public forums, but closed-doors dialogues between leading experts in particular fields, aimed at progressing a pressing research or policy agenda. The Academy encourages small-scale events, between 15-25 participants, however alternatives will be considered if the applicant(s) present a strong case.

Participants should include a mix of established leaders and two or more early to mid-career researchers who are challenging or adding to debate.

Where relevant, we encourage other forms of participant diversity, including participants from different disciplines, institutions, geographic locations, cultural backgrounds and sectors. Government, community and private sector participants are especially relevant for proposals with a practical or policy component.

Follow these links for more information on the Academy's [equity, diversity and inclusion priorities](#) and [Reconciliation Action Plan](#).

The Academy expects a significant portion of participants will have confirmed their attendance ahead of the proposal submission.

“**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.

### Workshop outputs and impact

The Workshop Proposal form will ask you to list the expected outputs from your workshop. The following links offer a sample of the diverse range of workshop outputs planned and delivered by previous grant beneficiaries:

- [special issue in academic journal](#)
- [edited book \(open access\)](#)
- [findings report \(for a broad audience\)](#)
- [policy submission](#)
- [article series in The Conversation](#).

Where proposed outputs do not already include an open access summary of workshop findings, applicants must prepare and submit one to the Academy, for publication in the Academy website.

When planning your workshop outputs, choose the combination of communication methods that is best suited to convey the discussion themes and outcomes of the workshop to relevant audiences.

In addition to listing your proposed outputs, the form asks that applicants outline expected workshop impacts on research and/or policy, and how they will be measured and reported.

### Budget

The budget section of the Workshop Proposal form should include the amount requested from the Academy, as well as any additional contributions from other sources (either financial or in-kind). While not compulsory, 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 or alcoholic drinks. Publishing costs should not exceed 50% of the overall budget.

### Aboriginal and Torres Strait Islander matters

Where appropriate, if your workshop directly relates to Aboriginal and Torres Strait Islander knowledge, research or policy:

- the convening team must include Aboriginal and Torres Strait Islander scholars, practitioners or community members with relevant expertise
- the workshop proposal should discuss how the proposed activities and outputs will relate to matters of Indigenous cultural and intellectual property and Indigenous data sovereignty (as in, among others, the [AIATSIS Code of Ethics](#) or the [CARE principles](#)).

# GRANT BENEFICIARY OBLIGATIONS

Convenors are responsible for all aspects related to the management of the workshop grant. As beneficiaries of an Academy Workshops Program grant, convenors are responsible for:

- coordinating the signature and return of a Funding Agreement between the Academy and the grant administering institution, setting out the grant's terms and conditions
- planning and delivering the workshop
- providing the Academy with an open-access publication summarising the findings from the workshop, for promotion on the Academy's website
- providing the Academy with at least one image of the event, for media promotion
- including appropriate recognition of the Academy as a sponsor in all workshop-related materials and outputs (e.g. publications)
- preparing and delivering the outputs outlined in the original proposal
- completing a post-workshop budget acquittal, feedback and evaluation form.

“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



Participants at the 2022 Computational social science in Australia workshop