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## Uppsala Forum Seminar and Workshop Funding Guidelines for Application

The Uppsala Forum seminar and workshop funding is open for applications from researchers that are employed within the Uppsala Forum departments.

### The Application Procedure

Applications should be a maximum of two pages. As a general principle, priority will be given to applications deemed to be of wider interest to the extended Uppsala Forum environment. We encourage applicants to have multi-disciplinarity in mind when making applications.

### The Application Must Include:

- Name, title, telephone number, email, postal address and a short resume of the main applicant. The applicant must be a researcher at an Uppsala Forum department.
- Name, title, telephone, email, postal address and a short resume of co-applicants, attached as appendixes.
- The names of the departments involved, and researchers involved in the activity.
- A description of the aim of the activity and how it will benefit the research environment within Uppsala Forum.
- The proposed date/dates of the activity.
- Cost estimates for travel and lodging costs. Remember to take overhead costs into account. Uppsala Forum covers OH costs up to 30%.
- ***Applications are made on behalf of the host department and must be dated and signed by both the Head of Department and the main applicant.***

All events sponsored by Uppsala Forum shall be open and be advertised through all Uppsala Forum channels. In order to set up your event please contact Mattias Vesterlund ([mattias.vesterlund@uppsalaforum.uu.se](mailto:mattias.vesterlund@uppsalaforum.uu.se)) who will assist you in these matters.

### Granted Funds

Beginning 2015, Uppsala Forum will release grants to host departments only upon submission of final financial report of expenditures. All bills and receipts related to the event are to be sent, with attached documentation, to Mattias Vesterlund ([mattias.vesterlund@uppsalaforum.uu.se](mailto:mattias.vesterlund@uppsalaforum.uu.se)).

### Reporting Requirements

The main applicant shall submit a written report to the research director within 30 days of the date for the event. The report should include:

- A report on the carried out activity and its scientific outcomes.



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- If the activity resulted in a joint project application, project funds or a publication, the research director should also be notified of this, albeit at a later date.
- A financial report of expenditures.

### **Deadline for Applications**

Funds to arrange workshops and seminars within the scope of Uppsala Forum's core areas can be applied for throughout the year for applications amounting to 20 000 SEK. You may also apply for larger amounts. Such applications should follow the deadlines set for Uppsala Forum's visiting fellowship program, i.e. **March 31 for the spring semester and October 31 for the fall semester**. Applications can be submitted both in paper form and electronically by email.

Applications are to be sent to the Research Director:

Patricia Mindus

Uppsala Forum on Democracy, Peace and Justice

Institute for Russian and Eurasian Studies (IRES)

Box 514, 751 20 Uppsala

[patricia.mindus@uppsalaforum.uu.se](mailto:patricia.mindus@uppsalaforum.uu.se)