



SuHRF WORKSHOPS AND SEMINARS – GUIDELINES FOR APPLICATION

SuHRFs Workshops and Seminars funding is open for applications from scholars working at Campus Gotland.

Background

SuHRF provides financial support for organising workshops and seminars within the field of sustainable heritage, to enhance academic exchange and contact, initiate new research projects and strengthen the research environment on Campus Gotland.

Applications are submitted by scholars working at Campus Gotland and must be approved by the applicant's home institution. Applications contributing to the development of the research environment at Campus Gotland, including collaborations across academic disciplines, are prioritised.

Funding may include costs for travel and accommodation and/or other expenses related to organisation of workshops and seminars. In case the application is granted, funds are disbursed to the department where the applicant is employed. Funding may also include costs for salary, maximum the equivalent of one week full time salary for one person, for a scholar working at Campus Gotland to organise a webinar. A stipend to invited speakers at the webinar may be included.

Applications can be submitted continuously during the year, to be assessed as quickly as possible.

Application form

The application should be no longer than two pages and MUST include the following headings 1-7. CV is attached as appendix.

1. Name, title, contact details* and a short resumé of the applicant
(*postal address, email and phone)
2. Names of departments and researchers invited as speakers to the proposed workshop/seminar, for who travel and accomodation is applied for
(this needs to be filled in only if the application concerns travel and accomodation for invited speaker(s))
3. Description of the proposed workshop/seminar, who it is open for and how it will benefit the research environment at Campus Gotland
4. Dates and program for the proposed workshop/seminar
5. Budget for travel and accomodation and/or organisation expenses
Contact SuHRFs research director(s) to get updated information about costs for accomodation before finalising the application.
6. Statement how the application is anchored at the department where the applicant is employed
7. Date and signatures, applicant and Head of Department
(to sign is to certify that the entire guidelines, this document, have been read carefully)

Appendices: Full CVs of applicant must be attached to the application.

Application assessment

The steering committee aims at a transparent assessment procedure. In the assessment process the application as a whole will be considered. However, of crucial importance is how well the application supports SuHRFs main objectives, which are to initiate new multi-disciplinary research projects in the field of sustainable heritage, to strengthen the research environment at Campus Gotland, and to develop collaboration between actors inside and outside of academia through integrated research.

The following criteria are taken into consideration when assessing the applications. Hence, they also function as an aid for researchers in the application process.

- **Relevance** – In what ways do the proposed workshop/seminar contribute to sustainable heritage and to strengthen the research environment on Campus Gotland?
- **Multi-disciplinarity** – Does the application involve at least two researchers or departments at Campus Gotland and how does it make use of various competences on sustainable heritage?
- **Implementation** – How well can the proposed workshop/seminar be implemented given the content, time and budget?
- **Result** – What are the expected outcomes of the proposed workshop/seminar? What benefits do the proposed workshop/seminar bring to researchers, the general public and other interested parties?
- **Budget** – Is the budget cost effective and does it follow SuHRFs budget guidelines?

Applicant's responsibilities

- The applicant must submit a short written report within 30 days after the workshop/seminar, stating the outcomes.

Budget guidelines

- The budget must specify travel costs and costs for accommodation and/or organising expenses, OH must be included and specified. SuHRF encourages sustainable travels.
- Travel and accommodation costs for employees of the departments at Uppsala University, which operate on Campus Gotland (employees of those departments are instead encouraged to coordinate teaching obligations at Campus Gotland with potential research activities, and use the mobility funding provided) may not be included in the application.

Deadlines

- Applications can be submitted continuously.
- Applications should be submitted both in paper form and through email.
- Applications should be sent to Anna Karlström, Sustainable Heritage Research Forum, Kulturvård, Uppsala University Campus Gotland, Cramérgatan 3, 621 57 Visby and anna.karlstrom@konstvet.uu.se