

Grants for SPSA working groups from Congress surpluses - Guidelines for workshop funding requests

1. Principles

Through SPSA working groups or the Young Scholars Forum, SPSA members may apply to the SPSA Board for financial support for thematic workshops (outside the annual congress).

Generally, per working group and year, expenses for a one-day event are covered.

The presidium and the treasurer decide on applications up to CHF 2000.-. The Standing Committee decides on applications from CHF 2001.- up to CHF 5000.- as well as for events lasting several days.

2. Content of the applications

- Title and description of the event
- Duration and location of the event
- Expected number of participants
- Budget
- Person responsible for the organization and realization

3. Budget

The following costs can be covered by the SPSA:

- Travel expenses of the participants: Half fare ticket 2nd class for public transport (also travel costs by car)
- Catering costs: coffee break, lunch; Fr. 50.- per person (alcoholic beverages will not be paid)
- Speakers: Travel expenses and catering costs, possibly fees (only for persons who are not employed under public law)
- Fees for speakers who are not employed under public law: per diem max. CHF 120.- (incl. travel expenses)

4. Participation fees

For SPSA members, workshop participation is free of charge if the membership fee for the current year has been paid. Non-members pay a participation fee of CHF 60.- (according to the SPSA membership for doctoral candidates/students). The participants' list must be sent to the SPSA office (office.assp@bluewin.ch) before the event for possible invoicing to non-members.

5. Submission and decision of the applications as well as accounting

Applications must be submitted electronically to the treasurer (pirmin.bundi@unil.ch) and the SPSA office (office.assp@bluewin.ch) at least two months before the event.

The decision on the application will be communicated by the treasurer directly to the person responsible for the event.

The statement of account must be submitted to the SPSA office (office.assp@bluewin.ch) with all receipts for expenses and account details for refunding expenses no later than two weeks after the event.

6. Other formats

Formats other than workshops can receive funding as well, e.g. symposiums, round tables and discussions. The modalities described above can be adapted according to the format and the requests are evaluated individually.



Thomas Widmer (President)

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