Saw Swee Hock Southeast Asia Centre

**Seminar Series and Networking Grant**

**Application Form (2019)**

1. APPLICANT DETAILS

Please complete all of the following section. If there are more than three applicants, please create additional columns.

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|  | **LSE-based Lead Applicant** | **Co-applicant 1** | **Co-applicant 2** |
| Title |  |  |  |
| Forename(s) |  |  |  |
| Surname |  |  |  |
| Department |  |  |  |
| Institution | LSE |  |  |
| Job Title |  |  |  |
| E-mail |  |  |  |
| Profile web page |  |  |  |

1. Proposed Title of Seminar Series / Network

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1. Proposal Summary

Please provide a concise summary of your proposal, using maximum 300 words. The summary should include the main objective of the proposed seminar series and/or network, and its academic merits. Please also indicate the timing and duration of the proposed seminar series and/or network.

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1. Seminar Format(s) and Draft Programme

Please provide proposed format of your seminar series and/or networking events with programme information (e.g., key participants and their significance to the topic) and the intended participants and audience. For seminars, in particular, each seminar event is to accompany a concise description, which includes a short abstract (maximum 100 words) and a short biography (maximum 50 words) of each key participant. Please consult LSE’s [Equity, Diversity and Inclusion](https://info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/EDI-and-you) (EDI) policy when designing formats of proposed events.

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1. Relevance to SEAC’s Core Research Themes

Please explain, using maximum 150 words, how your proposed seminar series and/or network is aligned with SEAC’s key [research themes](http://www.lse.ac.uk/seac/research) (urbanisation, connectivity and governance), as explained on this web page:

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1. Anticipated Outputs

Please state, using not more than 150 words, your anticipated outputs for wider dissemination. These outputs may include, but not limited to, edited volume, journal special issue, working papers published via SEAC, op-eds and/or SEAC blogs.

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1. Budget Information

Please provide your detailed budget information. Acceptable categories include speaker expenses (UK standard public transport fares, one night’s accommodation, and subsistence), hospitality (catering for events), and publicity (e.g., printing costs). If you require clarification on budget items, please send your enquiries to the Centre (seac.admin@lse.ac.uk). SEAC would not normally expect to cover speaker fees and institutional overhead recovery, nor any direct staff costs. SEAC also welcomes co-funding and sponsorship of events, if available and supported in writing by co-funding or sponsoring institution, but this is not mandatory. SEAC reserves the right to revise elements of budgets contained in application.

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| **Budget Category\*** | **Details** | **Requested Amount (GBP)** |
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| Other *(please specify or insert additional rows here as necessary)* |  |  |
| **Total Requested:** |  |

\* Permissible expenses for budget purpose would normally include standard (or economy) class travel, food, and one night’s accommodation (maximum £180 per night).

Please provide any additional explanations below, if necessary, in support of your requested budgets (maximum 150 words).

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1. Confirmation statement from Lead Applicant

I confirm that I have understood the information contained in this application form which is complete and accurate.

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date**:

Please submit the completed form and the CVs of the lead applicant and co-applicants (3 pages maximum for each CV) as well as any other supporting documents via email to Dr Lee Mager, SEAC Centre Manager (seac.admin@lse.ac.uk) by the stated deadline.