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 submitted through Uppsala Forum's application form. 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 approved by the head of department** at the main applicant's department

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) 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).

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.

• 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
The deadline for applications follow the same deadlines as for the Visiting Fellowship Programme, i.e. **March 31 for the spring semester and October 31 for the fall semester**. For applications amounting to less than 10 000 SEK (including 30 % OH), please contact the Research Director. Applications should be submitted through Uppsala Forum's application form.

Questions about the application procedure should be sent to Research Director Rebecca Thorburn Stern, rebecca.stern@uppsalaforum.uu.se.