Proposal for funding of a Cluster Meeting

Cluster:
Date and time for the meeting:
Venue:

Cluster leader (the main organizer of the meeting)

Name	Email	University	Cluster

Enclose the following information to the proposal (please read conditions for funding below)
- Full agenda of the meeting including a short description of the main purpose of the meeting.
- Funding: You can apply for to organize a small, medium or large meeting. The costs are based on "statliga ramavtal" for a one-day conference that includes meeting room, lunch and coffee, excluding VAT. The main organizer will be reimbursed for the costs through WASP standard process for requisition **based on actual costs.**

  Small (5-10 participants): Maximum 10 000 SEK
  Medium (11-30 participants): Maximum 25 000 SEK
  Large (31-60 participants): Maximum 50 000

I apply for funding to organize a (choose one):
Small Cluster meeting
Medium Cluster Meeting
Large Cluster Meeting

Additional funding for travel in economy class and accommodation for maximum two external, invited speakers can be requested. Please motivate the added value and include this information in the agenda and the description of the meeting. Please specify requested funding (SEK):

Conditions for funding
- A cluster can only get funding for a cluster meeting once a year if the proposal to organize a meeting is approved.
- The allocated funding for cluster meetings cannot be saved for next year.
- The cluster leader should be the main organizer and is responsible for the application process.
- The minimum number of participants is 5 researchers from at least 3 different universities.
- The main organizer will be reimbursed for the costs through WASP standard process for requisition based on actual costs.
- The funding can be used for premises, meals, and other common costs needed to organize the meeting.
- The meeting should be organized in Sweden and all cluster members should be invited to the meeting.
- WASP do not cover costs for travel or accommodation for participants in the meeting.
- WASP will not reimburse costs for social activities or conference fees.
- WASP will not sponsor conferences, workshop nor PhD courses that are organized by other organizations.
- WASP only covers costs for WASP PhD students, including WASP affiliated PhD students, WASP postdocs, and WASP researchers.
- The organizer must follow the regulations at his/her university regarding eligible costs for organizing a meeting/conference.
- After the meeting, please send a short description of the meeting and a list of participants according to the table below.

Please send the proposal to <u>ClusterMeetingAppl@wasp-sweden.se</u>

List of participants (add rows if needed) to be sent in after the meeting.

Name	Email	University	Batch/Class/Role*

*If the participant is not a WASP PhD student, please fill in the role in the WASP program (postdoc, supervisor, etc.)