

# SICSA Research Theme Event Sponsorship Guidelines

SICSA can provide sponsorship for research themed events which take place in Scotland. These events can either be single themed events or be across different disciplines including collaboration with:

- Other SICSA Research Themes (<https://www.sicsa.ac.uk/research/research-themes/>)
- Research Pools (<http://www.sfc.ac.uk/research/research-pooling/research-pooling.aspx>)
- Scottish Innovation Centres (<http://www.sfc.ac.uk/innovation/innovation-centres/funded-innovation-centres.aspx>)

## Sponsorship Funding Information

- Sponsorship funding can be used as follows:
  - Event catering
  - Travel & subsistence for keynote speakers
  - Travel & subsistence for the event organisers (If they are not based in the host institution)
  - Travel and subsistence for speakers from other Research Pools and/or Innovation Centres
- Events must be open to students and researcher from all SICSA institutions and, if the event is cross discipline, the students and researchers from the relevant Research Pool and/or members from the Innovation Centre

## Conditions of Funding

- Applicants should email [Aileen.Orr@glasgow.ac.uk](mailto:Aileen.Orr@glasgow.ac.uk) with full details of the event at least four weeks prior to the event date. This information will be made available via various communication links to increase publicity.
- Up to the maximum amount of the award will be reimbursed to the host institution by way of a single invoice for the full amount. This should be sent to the SICSA Executive Office as soon as possible after the event.
- SICSA must be acknowledged as sponsors of the event and organisers must include the SICSA logo on all publicity materials (printed and virtual). Versions of the SICSA logo can be accessed at <https://www.sicsa.ac.uk/about-us/resources/>
- A short report (template available [here](#)) must be submitted to [Aileen.Orr@glasgow.ac.uk](mailto:Aileen.Orr@glasgow.ac.uk) as soon as possible after the event (no later than four weeks following the event). These may feature in various SICSA communications
- For cross discipline events a letter of endorsement, if received from other Research Pools and/or Innovation centres must be submitted with the sponsorship proposal

## Application Process

- Please complete the SICSA Research Theme Sponsorship Event proposal form which can be downloaded [here](#) and send it to [Aileen.Orr@glasgow.ac.uk](mailto:Aileen.Orr@glasgow.ac.uk). Your proposal will be acknowledged and then considered by the relevant SICSA Research Theme Leader(s) and we will aim to confirm the decision within two weeks.