

Application guidelines for SCOSTEP capacity building funds

SCOSTEP provides support for organizing schools for capacity building of students and young scientists in solar-terrestrial physics by (1) providing small funding for the participants and by (2) endorsing lecturers for the school from SCOSTEP Science Disciplinary Representatives, National Adherents, and other SCOSTEP-related officers. SCOSTEP capacity building funds for school is typically up to US\$5000. This grant can be used to cover, fully or partially, the following expenses:

- travel expenses, visa payment, accommodation and per diem of selected participants.
- registration fee waivers

How to submit a proposal

1) Proposals can only be submitted by scientists registered in the SCOSTEP-all mailing lists. To join the SCOSTEP-all mailing list, please contact to the SCOSTEP Secretariat.

2) Send your request to SCOSTEP President and SCOSTEP Secretariat.

SCOSTEP President: Dr. Kazuo Shiokawa (shiokawa at nagoya-u.jp)

SCOSTEP Secretariat: Dr. Keith Groves (keith.groves at bc.edu)

The proposal should include the following information in no more than 2 pages

a) description of the planned school, including when and where it will occur and point of contact information, as well as, the school's web page (if any).

b) how the activity is related to SCOSTEP

c) anticipated attendance and their countries of affiliation

d) requested funding amount and how the funding will be used

e) request of endorsement of lecturers in SCOSTEP (if any)

f) list of other confirmed or addressed sponsors

Conditions associated with a successful grant application are:

1) A final **scientific report** on the activity to be submitted to the SCOSTEP President and Science Secretariat within 30 days of completion of the activity. The final report will eventually appear on the SCOSTEP website and newsletters.

2) A **financial report** including the breakdown of expenses and the names of the supported participants to be submitted to the SCOSTEP Secretariat.

3) The support by SCOSTEP **should be acknowledged** in the school announcements, sign boards, web pages, program book, etc.