

CAA Bursaries 2017

1. Introduction

1.1. The CAA Bursary Scheme is intended to provide financial assistance to students, early career researchers and low income professionals or those from less affluent regions. Bursaries are intended to encourage participation in the annual CAA conference and help sustain the expansion of the CAA community. The CAA Bursary Scheme is described below.

2. CAA Bursary Scheme

2.1. Funding for the CAA Bursary Scheme is limited. Bursaries are funded by contributions from the full registration fee for the annual CAA conference. The size of the bursary fund will vary from one year to the next, in proportion to the number of full-fee registrations. The amount awarded for individual bursaries will depend upon the number of bursary applicants across which this bursary fund is to be spread.

2.2. The CAA Bursary Scheme is intended to provide financial support to as many applicants as possible. It is expected that applicants for bursaries will have sought additional funding from other sources. 59 bursaries, ranging between €170 (c. \$191) and €420 (c. \$473), were awarded for CAA2016 in Oslo.

2.3. Preference is given to applicants who are active contributors to the CAA community, typically by presenting a paper/poster or by chairing a session. Applications are also welcome from new members of the CAA community who wish to attend CAA for the first time in order to advance their future academic research or career prospects. The amount awarded for individual bursaries will be dependent upon the country of origin; the current status of each applicant; and whether they are an active contributor to the CAA community. Larger awards will typically be made to applicants in full time education or from less affluent regions.

3. Application Procedure

3.1. Applications for the CAA Bursary Scheme should be submitted 4 weeks before the deadline for Early Bird registration. Successful applicants will be notified by email 2 weeks prior to the end of Early Bird registration. **N.B.** Low income applicants who are awarded bursaries will be eligible for a reduced registration fee.

3.2. Bursary applications should be submitted via the website for the annual CAA conference. A standard web based application form should be used for bursary applications, with fields for personal details (e.g. Surname, Forename(s), Country, Email address, Status, Whether the applicant has attended CAA previously), a brief statement (including why a bursary has been requested, details of other applications for funding and details of whether the applicant is presenting a paper/poster, chairing a session/round table or contributing to the conference), supporting documents (including a CV and confirmation of student/employment status for this academic year), and a breakdown of the predicted itemised costings (including registration fee, flights, accommodation, etc). For those presenting a paper/poster/round table, the

title and abstract must be given. Indication of the level of authorship (first and presenting/ second etc) must be also be provided.

- 3.3. Applications will be assessed by the Bursary Committee which will comprise: the Bursary and Student/Low Income Officer, the Treasurer of CAA, one representative of the current CAA conference organizing team, a second member of the ESC (chosen by the ESC), plus at least one CAA member co-opted by the Steering Committee. If an application is rejected, a reason for rejecting the application must be clearly stated.
- 3.4. Appeals against the decision of the Bursary Committee should be made in the first instance directly to the Bursary Committee within 10 days. Subsequent appeals should be made to the Steering Committee. All decisions that are appealed will be reviewed and the applicant will be notified of the outcome of that review within 2 weeks of submission of the appeal. Applicants with successful appeals will be provided with a discount code so that they can register at the reduced conference rate after the deadline for early bird registration has expired.
- 3.5. At the discretion of the Bursary Committee, late or emergency applications due to unforeseen circumstances may be considered in exceptional cases.

4. Payment of Bursaries

- 4.1. Bursaries will be paid in local currency, i.e. the currency of the country in which the annual CAA conference is being held. The amount awarded will be stated in the email confirming that an applicant has been successful in applying to the CAA Bursary Scheme.
- 4.2. Bursaries will be collected from the Bursary and Student/Low Income Officer at lunchtime on the first full day of the annual CAA conference (Tuesday 14th March 2017). The date and time when the bursaries will be distributed will be announced on the conference webpage, in the conference programme and by email to those that will receive a CAA bursary. Bursary recipients must attend the awarding of bursaries on the first day, or email the Bursary and Student/Low Income Officer in advance of their absence, otherwise they will not receive the bursary. Photographic proof of identity (passport, driving license etc.) will be required when bursaries are collected.
- 4.3. Unclaimed bursaries will be returned to the Bursary Fund.

5. Eligibility

- 5.1. Students, early career researchers and professionals on low incomes or from less affluent regions are eligible to apply to the CAA Bursary Scheme. Applicants should concisely explain the reasons that they are applying for a bursary in the personal statement section of the web based application form. Where an applicant is chairing a session or presenting a paper, this should be clearly stated in the personal statement.
- 5.2. Students from the Georgia State University are eligible to apply for a CAA Bursary but awards will only be given in exceptional circumstances. As the conference is taking place at Georgia State University, the costs of attending are considerably lower and financial support should be arranged with the organising committee.

- 5.3. Applicants are expected to seek additional funding from other sources where possible. The amounts requested from other sources should also be clearly and concisely stated in the personal statement section of the web-based application form.
- 5.4. A current CV should be submitted with all applications to the CAA Bursary Scheme. Applicants should also submit supporting documents that confirm their status for this academic year: students should supply a copy of their student card (with a valid expiry date) or a letter confirming the course that they are studying for and their year of study from their head of department on official letterhead; other applicants should supply a letter stating their job title and salary from their employer on an official letterhead. All information will remain confidential.
- 5.5. All funded students must state their current funding support as well the funding body.
- 5.6. A breakdown of the predicted itemised costs including the registration fee, flights, accommodation and any other costings should be provided. This will be used by the Bursary Committee when reviewing each application.
- 5.7. Limited external funding has been arranged for Student and Early Researchers. These will be allocated to select individuals based on their location and research themes.

6. Key Challenges

- 6.1. The CAA Bursary Scheme should be flexible in order to meet the changing demands of the organisation and its membership. Bursaries have enabled a large number of people to attend the annual CAA conference and to continue to participate in the wider CAA community – a tradition that should continue long into the future.
- 6.2. In formalising the CAA Bursary Scheme it is necessary to address three main challenges: 1) uncertainty of demand, particularly with regard to applicants on low incomes; 2) transparency and fairness, without being too restrictive; 3) geographic expansion, enabling student/low income applicants to attend more distant conferences.

7. Tiered Bursaries

- 7.1. Demographic data is required in order to assess the likely demand on the CAA Bursary Scheme. Basic statistics, including the total number of applications received/approved/rejected, the number of applications from students, early career researchers and others on low incomes, the number of applicants from different countries and geographic regions should be collected and used to monitor trends.
- 7.2. Until such data is available, a tiered system similar to that used from CAA2012 onwards will be used to award bursaries (Tables 1 to 4). The system used was based on the status (Student, Low Income or Non-Presenter¹) and geographic origin of the applicant (Host Nation/State, European Union, North America or Rest of World). Although simple, it is transparent and easy to adapt from one year to the next. A weighting will be applied to non-funded students and presenters who are first authors (presenting).

¹ Student/low income professional who is not presenting a paper/poster or chairing a session/roundtable.

Table 1. Tiered bursaries awarded for Southampton (CAA2012)

	Student	Low Income	Non-Presenter
United Kingdom	£150	£125	£75
European Union	£175	£150	£100
North America	£225	£200	£125
Rest of World	£250	£225	£150

Table 2. Tiered bursaries awarded for Perth (CAA2013)

	Student	Low Income	Non-Presenter
Western Australia	-	AUS\$75	-
Rest of Australia	AUS\$295	AUS\$295	-
European Union	AUS\$410	AUS\$365	AUS\$225
North America	AUS\$410	AUS\$365	AUS\$225
Rest of World	-	AUS\$410	-

Table 3. Tiered bursaries awarded for Paris (CAA2014)

	Student	Low Income	Non-Presenter
France	-	-	€150
European Union	€320	€275	€200
North America	€480	-	€300
Rest of World	€600	-	-

Table 4. Tiered bursaries awarded for Oslo (CAA2014)

	Student	Low Income	Non-Presenter
Norway	-	-	€170
NW Europe	€245	€195	€170
SE Europe	€295	€245	€170
North America	€420	€370	-
Rest of World	-	-	-

8. Bursary Amounts

- 8.1. Amounts awarded for bursaries will be agreed amongst the Bursary Committee, based on the amount available for bursaries specified by the Treasurer/Local Organiser and the total number of applications received. These amounts will then be circulated to the Steering Committee and published on the CAA website. A degree of flexibility should be retained, with higher awards being made at the discretion of the Bursary Committee in special circumstances.
- 8.2. The amount available for bursaries will be based on the total amount in the bursary fund. A minimum amount from the bursary fund should be retained as a surplus for the following financial year. This figure should be agreed a year in advance by the Steering Committee once the hosts for subsequent annual CAA conferences have been agreed at the AGM. Larger amounts should be retained where demand for bursaries for the future annual conferences is anticipated to be high.

- 8.3. 10% of the amount available for bursaries should be retained for late/emergency applications (these will only be exceptional circumstances) and appeals against the decision of the Bursary Committee. Any unspent balance of the amount retained for late/emergency applications should be returned to the bursary fund for the following annual CAA conference. The remaining 90% of the amount available for bursaries should be used to calculate the base amount awarded to bursary applicants.
- 8.4. The base amount awarded as a bursary should be multiplied to reflect the status and geographic origin of the applicant. Multipliers based broadly on the bursaries amounts awarded for Perth, Paris and Oslo are shown in Tables 5 to 7. These multipliers should be reviewed annually by the Bursary Committee.

Table 5. Multipliers based on the bursaries awarded for Perth (CAA2013)

	Student	Low Income	Non-Presenter
Western Australia	-	0.25	-
Rest of Australia	1	0.85	-
European Union	1.4	1.25	0.75
North America	1.4	1.25	0.75
Rest of World	-	1.15	-

Table 6. Multipliers based on the bursaries awarded for Paris (CAA2014)

	Student	Low Income	Non-Presenter
United Kingdom	1	0.85	0.5
European Union	1.15	1	0.75
North America	1.5	1.35	1.1
Rest of World	1.65	1.5	1

Table 7. Multipliers based on the bursaries awarded for Oslo (CAA2016)

	Student	Low Income	Non-Presenter
Norway	-	-	0.85
NW Europe	1.25	1	0.85
SE Europe	1.5	1.25	0.85
North America	2.15	1.85	-
Rest of World	-	-	-

- 8.5. Amounts awarded to applicants from different geographic regions should reflect the costs of travel to the conference. For example, larger amounts should be awarded to applicants from North America when the conference is held in Europe. Conversely, larger amounts should be awarded to applicants from the European Union when the conference is held in North America. The costs of travel within the host nation/state should not be underestimated and, to this end, consultation with the Local Organising Committee is strongly recommended.
- 8.6. Whilst bursaries continue to be paid in cash, the amounts awarded should be rounded to the nearest convenient multiple of the local currency to facilitate the process of distributing bursaries at the annual CAA conference. Should electronic payments be made in future, it should be made clear whether the amounts awarded for bursaries take into account any transaction charges that may be incurred.

8.7. Higher amounts may be awarded to applicants in special circumstances. These circumstances will be assessed on a case-by-case basis and may include particular hardship or applicants from countries that have previously not been represented at the annual CAA conference.

9. Reviewing

- 9.1. Bursary applications will be reviewed by the Bursary Committee (see above). Each application will be reviewed by at least two members of the Bursary Committee. Reviewers should indicate whether an application should be accepted or rejected. Where the reviewers disagree over an application, the application will be reviewed separately by a third member of the Bursary Committee to resolve the dispute.
- 9.2. Reviewers should assess the merits of the application based on the personal statement and the supporting documentation. Applications will be accepted where the request for a bursary is deemed to be fair and reasonable, the applicant will clearly benefit from the award of a bursary and the status of the applicant can be clearly verified. Applications that do not meet these criteria will be rejected.
- 9.3. Application details will be stored in a spreadsheet that can be edited by all members of the Bursary Committee. Reviewers should record whether an application has been accepted or rejected in the spreadsheet. Additional remarks should only be recorded where a reviewer considers that an applicant should receive additional funding or recommends that an application should be rejected.
- 9.4. Once the review process had been completed, the amounts awarded to applicants will be recorded in the spreadsheet. A copy of the final spreadsheet will be issued to the Local Organising Committee. A report summarising the bursaries awarded will be prepared by the Bursary Committee and submitted to the Steering Committee before the AGM. This report will contain demographic data, identify any problems encountered and make recommendations for the future. It will be presented at the AGM by the Bursary and Student/Low Income Officer. No personal data or names will be published or presented to the membership or the public.
- 9.5. Reviews will be completed within one week of the deadline for bursary applications in order to allow sufficient time for the resolution of disagreements between reviewers and bursary rates to be agreed amongst the Bursary Committee. Applicants will be notified of the decision of the Bursary Committee and how much they have been awarded two weeks before the end of Early Bird registration.