

# ECW Application Guidelines

## Applications need to include:

1. Names and contact details of applicants
2. Title of the workshop
3. Up to 500 words description of workshop, including its aims, description of the research question or theme, and the relevance of the topic in light of contemporary issues and debates in International Relations.
4. One-page outline of the structure of the workshop – i.e. organization of presentations, format of discussion.
5. A list of 5 already committed participants, not including the organisers; include institutional affiliations of participants
6. Confirming intention of circulating call for papers and indication of which channels will be used to recruit extra participants beyond the core group submitted
7. Indicative list of senior discussants
8. An outline of the budget; include if there is possibility of co-funding should the application be successful

## Applications are evaluated on the following criteria:

- Intellectual novelty and topicality of the workshop theme
- Coherence of proposal
- Method of running workshop
- Cross national participation
- Networking potentials
- Recruiting plan
- Credibility of budget

## Decisions:

- The applications are evaluated by a committee consisting of the Director of the ECWs and two members of the EISA Board
- They submit their decision to the EISA Board meeting in January