

EISA Early Career Workshops

Reimbursement Guidelines 2024

Early Career Workshops

Each year, EISA sponsors up to three Early Career workshops in advance of the annual conference. ECWs are one-day workshops organized by and for doctoral students and postdoctoral researchers who finished their PhD less than three years prior to the application deadline. Convenors can invite eight to twelve participants to workshop to present and discuss their work. Each workshop should include one or two senior discussants. Organized around an overarching theme or question, the workshops can be used for several purposes, including gaining experience in academic conference presentation, developing new ideas, building up a research proposal, and/or preparing publications.

Budget Guidelines

Financial support covers up to €4000 per workshop, based on documents and receipts. Workshop convenors will need to provide an account statement and receipts for workshop expenditures within three weeks after the event. The organisers of each ECW collect electronic versions of **reimbursement forms with electronic copies of receipts** from the participants. It is their responsibility to check that each claimant does not exceed their allocation and that the total, including catering costs, does not exceed €4000.

Convenors need to:

- allocate each participant a maximum amount they can claim to make budget control easier;
- allocate part of the budget for catering costs*;
- communicate to all workshop participants that they **have to** participate in the EISA-PEC annual conference.

* morning and afternoon coffee break will be arranged for the workshops participants by PEC organisers and will not be charged from your budget.

The ECW budget can be used **to cover the following:**

- Workshop extra catering costs, including lunch**
- Workshop dinner for presenters, discussants and chairs;
- Travel costs (only for workshop conveners) only insofar as these are not covered by the participant's home institution and at a maximum of €200 per workshop convener.
- Accommodation costs (1 night) for participants to cover the early arrival at the EISA conference.

** If you want to arrange extra catering within the venue, please contact EISA and PEC project manager barbora.smejkalova@c-in.eu

Please note that it is **not** possible to claim reimbursement for the conference fee or for EISA membership fees. All workshop participants are expected to participate in the EISA-PEC main conference.

Reimbursement Procedure

It is useful if workshop conveners set a deadline for participants to return [reimbursement forms](#) to organisers **by 16th September**. It is best to gather all the claims before forwarding the forms to C-IN as a package. Write to participants saying the organisers cannot guarantee reimbursement of expenses if they do not send in expenses claim by the deadline.

The organisers sign off all the individual forms and forward with receipts to Barbora Smejkalová at C-IN: Barbora.Smejkalova@c-in.eu. no later than three weeks after the workshop takes place (usually, by **16th September**).

A copy of the reimbursement form can be obtained [HERE](#).

All receipts are approved by the EISA Treasurer which will take up to approximately one month.