

CAA Bursaries

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. Over sixty bursaries, ranging between £75 (c. \$120 or €95) and £300.00 (c. \$475 or €380), were awarded for CAA2012 in Southampton.

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 and the current status of each applicant. 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 1 week 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, Status, Attended CAA previously), a brief statement (including why a bursary has been requested and details of other applications for funding) and supporting documents (including a CV and confirmation of student/employment status).

3.3. Applications will be assessed by the Bursary Committee which will comprise: the Treasurer; one other member of the Steering Committee; a member of the Local

Organising Committee, and; at least one of the Student/Low Income representatives¹. 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. Local organisers should be notified of successful appeals to ensure that applicants with successful appeals 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 Treasurer during the annual CAA conference. 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. It is not possible to collect the money at a different time or place so not showing up will result in not receiving 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. 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.
- 5.3. A current CV should be submitted with all applications to the CAA Bursary Scheme. Applicants should also submit supporting documents that confirm their status: students should supply a copy of their student card or a letter confirming the course that they are studying for from their head of department on official letterhead; other

¹ Student/Low Income representatives who seek to apply for a bursary for an annual CAA conference will not be eligible to sit on the Bursary Committee for that conference. Should all Student/Low Income representatives seek to apply for a bursary, an additional member of the Steering Committee will be co-opted onto the Bursary Committee.

applicants should supply a letter stating their job title and salary from their employer on an official letterhead. All information will remain confidential.

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 for CAA 2012 will be used to award bursaries (Table 1). The system used was based on the status (Student, Low Income or Non-Presenter²) 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.

Table 1. Tiered bursaries awarded for Southampton (CAA2012)

	Student	Low Income	Non-Presenter
Host Nation/State	£150	£125	£75
European Union	£175	£150	£100
North America	£225	£200	£125
Rest of World	£250	£225	£150

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

² Student/low income professional who is not presenting a paper/poster or chairing a session/roundtable.

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 applicants to the CAA Bursary Scheme.

Table 2. Multipliers based on the bursaries awarded for Southampton

	Student	Low Income	Non-Presenter
Host Nation/State	1	0.85	0.6
European Union	1.15	1	0.75
North America	1.5	1.35	1.25
Rest of World	1.65	1.5	1.07

- 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 Southampton are shown in Table 2. These multipliers should be reviewed annually by the Bursary Committee.
- 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 separately by at least 2 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 a representative of students/low income. No personal data or names will be published or presented to the membership or the public.
- 9.5. Reviews will be completed within two weeks 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 one week before the end of Early Bird registration.

For Reference Purposes Only:

Table 3. Total number of bursary applications received for CAA 2012 (the number of applications which were rejected are shown in brackets).

	Student	Low Income	Non-Presenter
Host Nation/State	11 (2)	2 (-)	3 (-)
European Union	25 (3)	15 (3)	12 (4)
North America	5 (4)	4 (1)	2 (1)
Rest of World	1 (1)	1 (-)	1 (-)

Approximately £9,650 awarded in bursaries with a surplus of approximately £3,350 carried over to this year