SIPRI - A&D Cluster Fundraising Workshop

Solna, Thursday 24 May 2018

Main starting questions:
- How to develop your idea into a funding proposal?
- How to prepare a budget you won't regret?

Possible budget lines to think about while developing a proposal:

- *Travel*:
    i. Accommodation;
    ii. Flights (national, regional, international? trains – check funding rules beforehand, e.g. is business class eligible? Do tickets need to be reimbursable if a funder won't pay for participants that don't show?) ;
    iii. Per diems (respecting any specific rules of funders, e.g. whether workshops;
    iv. Local travel (taxis or public transport to and from airport).

- *Logistics of events:*
    i. Room rental/Venue
    ii. Catering and conference packages – include local and SIPRI participants in catering costs;
    iii. Technical support and interpretation;
    iv. Workshop and branding material

Considerations to make in this regard: administrative work and financial follow-up based on the type of funding you are aiming for; neutral and/or visa-free locations may make organization easier (time saved in terms of preparation of invites for visas, possibly contacting diplomatic missions, etc.); the choice of the country where to host an event has an obvious impact on costs (and may even double costs); timing and sequencing of events (don't be overambitious and plan events too tightly, or just after your summer holidays).

- *Staff:*
    i.   Research staff: while drafting the budget some points shall always be kept in mind, e.g. time dedicated to other commitments and core SIPRI work, participation to internal and external meetings, time used to actually draft the proposal; include salary coverage for all colleagues who will contribute to the project even if in an advising, supervising or reviewing capacity.
    ii.   Support staff for events logistics: e.g. cluster or events coordinator; possibly research assistants;
    iii.   External staff: if external experts are expected to contribute not only as speakers or participants but as actual co-authors of final reports or as reviewers, the cost of their time should also be included;
    iv.   SIPRI communication staff;
    v.   SIPRI editorial staff (editing of publications and workshop material).

- *Publications*:
    i.   Points to be considered: editorial costs and availability of the output (e.g. an online SIPRI report is more accessible than a book people have to buy).
    ii.   Printing costs and possibly postage in case of distribution and DHL costs to send to workshop location if not in Stockholm.
    iii.   Workshop could be used to discuss draft report and obtain feedback.

- *Dissemination:*
    i.   SIPRI Communication staff costs;
    ii.   Costs for possibly translating the final outputs into other languages;
    iii.   Participation to external meetings to:
          (a) Disseminate preliminary findings.
          (b) Present final results/report(s).

In addition to a travel budget for dissemination events, depending on research methodology also include:

i. Trips to carry out interviews for a study;
ii. Trips to attend events relevant for the issue area

For more information available on the SIPRI intranet see under:

Please search under the Admin tab and go to Finance & Grants, for example, go to the A-Z of an application:
http://intranet.sipri.org/support/administration/finance-and-grants-2/a-z/

Financial administration of your grant,
see: http://intranet.sipri.org/support/administration/finance-and-grants-2/financial-administration-of-your-grant/

Read about information on donors,
see: http://intranet.sipri.org/support/administration/finance-and-grants-2/information-on-donors/

Have a look at the SIPRI Grants and Applications Database,
see: http://intranet.sipri.org/support/administration/finance-and-grants-2/sipri-grants-and-applications-database-gad/ (Speak with Lena about this to see the information within)

For information on publication types and costs,
see: http://intranet.sipri.org/support/editorial/publication-types/