**LSE Staff Book Manuscript Workshop Fund**

**Application Form**

**APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
|  | **Applicant 1**  | **Applicant 2** |
| Title |  |  |
| Forename(s) |  |  |
| Surname |  |  |
| Department |  |  |
| Position |  |  |
| Email address |  |  |
|  |  |  |

**BOOK MANUSCRIPT DETAILS**

Book Title

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|  |

Brief Book Abstract/Summary

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| --- |
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Stage of Completion and Plans for Submission for Publication

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List of Proposed Participants in Book Manuscript Workshop

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Rationale for Selection of Proposed Participants

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Considerations of Equality, Diversity, and Inclusion (EDI) in the Selection of Workshop Participants

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Anticipated Benefits from the Book Manuscript Workshop

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Ancillary Public-Facing SEAC Activities/Events Accompanying the Book Manuscript Workshop

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**BUDGET**

Note 1: Staff costings should factor in a) additional cost arising from LSE pay awards and b) Employer on-costs

Note 2: Acceptable categories are research-related economy coach, rail, or air travel; accommodation if necessary; and refreshments/meals for workshop participants.

Ineligible expenses include: conference attendance, salaries, physical infrastructure, vehicle purchase, rent, permanent resources, large equipment, institutional overheads and endowments.

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| --- | --- | --- |
| **Budget Category** | **Details** | **Amount** |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

Please submit the completed form via email to the SEAC Centre Manager: seac.admin@lse.ac.uk