

Emerging Security Challenges Division

Science for Peace and Security Programme



Events Handbook

Advanced Research Workshop (ARW)

Advanced Study Institute (ASI)

Advanced Training Course (ATC)

Application Instructions

The Application should be prepared according to the SPS Events Application form and the SPS Event Budget excel document (see our SPS website), taking into account the SPS Event Handbook, SPS Key Priorities and the SPS Events Eligible Countries & Definitions. Only those applications with the complete documentation at time of submission will be considered for evaluation.

Queries **prior to submission** should be addressed to sps.info@hq.nato.int.

Applications and queries regarding **submitted** applications only may be addressed to sps.applications@hq.nato.int.

Co-Directors/Applicant Details

Please complete full mailing and contact information for the NPD and PPD only.

Title

The title should be understandable for non-experts and, as far as possible, reflect a link to defence and security and the relevance of the Event to NATO.

SPS Key Priorities

The SPS Key Priority or Priorities addressed by the Event should be clearly indicated, **in order of relevance, using the same nomenclature and numbering**. Events must address at least one key priority and may address several.

Funding Requested from NATO

Please complete and attach the excel file "SPS Event Budget" before completing the budget fields in the Application form. "Budget" below also refers.

Event Location/Venue

Enter the City and Country.

Since the start of the **coronavirus pandemic**, the SPS Programme has encouraged the organization of Events with limited in-person presence (hybrid format) or online. This has helped to mitigate the risks and limitations posed by potential restrictions on travel and gatherings. Once an award has been granted, they should also be ready to re-consider the format of their activity based on the situation at a local level or upon instruction of the SPS Programme. The SPS office will provide guidance to successful applicants closer to the implementation date, based on the status of the pandemic and the format of the proposed Event.

Event Dates

Enter tentative dates for the Event, taking note that they must be a minimum of nine months after the call deadline date (not date of submission). Note that applicants should be prepared to change these tentative dates if the approval process is not completed in time.

Speakers

Enter the number of Speakers/Trainers. More detailed information is required in the Event Budget excel workbook.

Number of other Participants

Enter the number of Participants/Trainees. More detailed information is required in the Event Budget excel workbook.

Organizing Committee

In addition to the Co-Directors, at least one additional country should be included. The co-directors and the organizing committee are responsible for the selection of Participants/Trainees, location logistics, etc.

Description and Justification

Describe the Event and the need for it in detail. Describe how it relates to the SPS Key Priorities.

Audience

What is the intended audience, particularly of non-speaking participants (experts/students/trainees)? For ATC and ASI in particular, describe the students'/trainees positions or functions and what they will gain from attendance.

Event Programme

Detail the Event timetable including speakers and talk titles. **A detailed Programme is vital to the evaluation of this application.** Please also refer to the Handbook section 4.1.2.

Previous NATO Grants

If either Co-Director has previously received NATO ARW/ASI/ATC grants, please detail the outcome of those events and explain how the proposed event differs from them and will add value to their outcomes.

Publication

Will a book be published in the NATO Science Series? If not, what type of publication – if any – is planned? Note: publication costs may not be requested if not publishing in the NATO Science Series.

Other Meetings and Conferences

Please enter details of other meetings or conferences on the same topic in the same or the previous year of which you are aware.

Indicate any related, competing, or potentially competing efforts by others of which you are aware. The potential for overlap and duplication is one of the criteria by which Event applications are judged, therefore please identify other activities with potential for overlap and help the reviewers understand how your proposal differs.

CVs

Please complete the CVs found in the SPS Event Application and Attachments Form document.

Summary

Please complete the Summary found in the SPS Event Application Form. Part of this form is completed automatically.

- Enter the Event type and Title.
- **Goals and Outcome:** describe briefly the goals of this Event and the outputs expected from it.
- **Security Relevance and Impact:** describe the relevance of this Event to security and the SPS Key Priorities identified above along with its expected impact.
- **Key Speakers/Participants.**
- **Audience:** particularly for ASI and ATC, who are the students/trainees and how will they benefit from attendance?
- **Duplication:** does this Event duplicate or overlap with others?

Budget

Detailed budgets must be completed in the financial management Excel document. Additional instructions for completing the Event Budget at the application stage may be found in the workbook itself. Non-NATO funding budget is intended to give SPS a sense of additional resources dedicated to this Event.

Only the first three "A" tabs should be completed at the time of application.

Reporting

If the Event is approved, the Budget workbook will be returned to the NPD for completion of the "B" tabs in accordance with the Award Letter.

When payment has been issued in accordance with the Award Letter (max. 85% of Event Costs), the Excel workbook will be returned to the NPD for completion of the "C" tabs. The Event Budget workbook should then be submitted to the SPS Office together with the Event Final Report.

Following approval of the Final Report, the final payment will be made in accordance with the Award Letter. Please ensure that all information included in the Event Budget and Event Application form are consistent.

All attachments are mandatory at time of submission.

Attachment 1: CVs

Complete CVs for all Event Co-Directors. Copy paste to add additional CVs if required.

Attachment 2: Acceptance of Funds

The NPD and his/her institution are accountable for SPS funds and responsible for the execution of the overall budget. The NPD must sign the agreement, together with a suitable representative from their institution. Please complete using the template provided and insert into the SPS Event Application and Attachments form.

Attachment 3: Summary

This summary will serve as a basis for the presentation of ISEG-recommended applications to the Allies for a final decision. Please ensure that all sections are comprehensible to non-specialists.

Attachment 4: Event Budget (Excel)

Please also refer to "Reporting" above. Please ensure that content included in the Event Budget excel workbook is consistent with the application form.

Detailed budget tables are to be completed in the MYP Detailed Budget Excel workbook. This Excel file includes several worksheets, only **the first three** of which need to be completed at the time of the Application (A sheets). The same Excel workbook is used throughout the life of the Event.

In general, green cells indicate that an input is expected (although not necessarily at the Application submission stage).

A 4-1. Speakers&ParticipantsA worksheet

Please fill out the available information including the Event type, Title and tentative Start and End dates, as well as the information requested for the Speakers and Participants/Trainees.

A 4-2. ByCountryA worksheet

Speaker numbers are automatically calculated from those marked as “Speaker” in the previous sheet. Anticipated Non-Speakers must be filled in manually, as well as International Organisations under “Others”.

A 4-3. Budget A worksheet

Pink cells are calculated from the participant list. Please enter preliminary budget amounts in the blue cells. The hotel room rate for speakers and non-speakers must be specified, including Rental and Clerical & Technical expenses. Please give details of non-NATO funding sources

A 4-4. Other worksheets

The other worksheets in this document should not be completed at time of application. They will be used only should the Event be approved to reflect more accurately the details of Speakers/Participants and Event costs (B sheets) before the Event; and the final costs and Speakers/Participants (C sheets) following Event completion.