



INTERNATIONAL STUDIES ASSOCIATION

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WWW.ISANET.ORG

Dear Professor Sullivan,

Congratulations! The ISA Research & Workshops Grant Committee has selected your Venture Workshop Grant proposal for funding. This is quite an accomplishment given the competitiveness of these grants; this year, we were able to fund 13 applications out of 36, for a total of \$130,000 out of almost \$430,000 requested. Your approved budget is \$19,220.

Before you enter the planning phase of the implementation of your workshop, we would like to draw your attention to a few workshop policy items:

ISA membership: all workshop participants must be members of ISA within two weeks of grant award date. Memberships must remain current at least through a month following the workshop. Please ask your participants to verify their membership status through their ISA profiles, or visit this page: <http://www.isanet.org/Membership>

Reimbursement: all participants will be reimbursed via PayPal. Following the conclusion of your workshop, you will need to collect the receipts from each participant in order to process reimbursements. Each participant can use the Reimbursement Cover Sheet (attached) to organize their receipts and send them to you. You must then send all materials as a single PDF file via email (for auditing purposes) to ISA headquarters. Please send along with a cover letter instructing us about who should receive how much along with the payees' mailing address. Please place **WORKSHOP REIMBURSEMENTS** along with your name in the email subject line.

Final report: within a month following the convention, along with your **final report** (detailing your budget expenses, a description of how the workshop went, and future publication plans).

Please visit this page to find these important information regarding the implementation of your workshop (skip steps 1-3): <http://www.isanet.org/Programs/Grants/Workshop-Grants/Coordinators>

We wish you much success in your efforts as you undertake the responsibilities of this grant, and we are looking forward to seeing the intellectual product of your work in the databases and peer reviewed publications resulting from your efforts.

Sincerely,

Maria Rost Rublee, Ph.D.
Chair, Research & Workshops Grant Committee
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and

Lembe Tiky, PhD
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