**AASP Small Group Meetings**

**Guidelines**

The Asian Association of Social Psychology will provide financial support for Small Group Meetings (SGM) that are organised by members of the Association and deemed especially worthwhile of funding by the AASP Executive Committee.

The broad aim of these meetings is to bring AASP members who share a particular research interest and expertise together for the sharing of knowledge and ideas, with the specific goals of (a) building the capacity of the participating researchers, especially, early-career researchers on the area of research interest, and (b) generating interrelated research proposals and publication on the area of research interest.

These meetings should therefore include researchers of all career levels, potentially including leading researchers from outside of the AASP membership. But any SGM that will be supported by the AASP Executive Committee should have a minimum of 50% of the participants as AASP members (see below).

The meetings should provide participants with opportunities for in-depth discussions, skill development and networking for research collaboration. Ideally, the meetings should provide the foundations and mechanisms for continuous communication and collaboration among the participants. Most importantly, the meeting should have clearly articulated concrete long-term goals for the participants in the small group meetings (e.g., collaborative research proposals, collaborative research projects, an AASP conference symposium, a special issue for the AJSP, or an edited volume, etc.).

A potential small group meeting may bring together researchers interested in any research topic in social psychology and personality, but preference will be for research topics that are of interest across Asian societies, that define new areas of inquiry, that explore new theoretical and methodological approaches, or that broaden a current research topic from one Asian country/territory to several countries and territories in Asia and beyond. The application proposal should indicate how the proponents aims to address these preferred criteria.

The meeting could potentially take place as a pre-conference or post-conference event around an AASP or other conference, but it could be scheduled during any time of the year.

AASP Support:

* The amount of financial support is a maximum of US$10,000 (between US$5000 & US$10000). Organisers are encouraged to obtain support from additional sources as required. For instance, the host institutions may contribute financial support for the meeting, including support for housing delegates, meals, venues, etc., when potential funding can be tapped.
* The main proponent, and at least 50% of organisers should be active members of the AASP, and 50% of participants at the meeting must be AASP members (or will register as AASP members).
* The meeting should include a minimum of 15 participants (no maximum).
* The number of meetings to be supported will be determined by the Executive Committee each year, based on the availability of funding and the merit of proposals.

**Criteria for evaluating proposals**

1. The topic is attractive to the AASP membership, broadly consistent with the goals of AASP, and has scientific merit.
2. Potential for capacity building of early-career social psychology researchers.
3. Potential for generating interrelated collaborative research projects and/or publications.
4. Participation by members from more than three countries and diverse membership, including early-career researchers and/or PhD students. Proposals with participants from countries that are currently underrepresented in the social psychology literature are strongly encouraged and will be given priority.
5. Well laid out budget which is reasonable; additional sources of support have been tapped. Budget proposals that allocate funds to support diverse participants from other universities/ organizations will be prioritized over those that allocate funds primarily to support internal members of the hosting universities/organizations.

**Application Procedure**

* The proposal can be submitted anytime, but the designated application form must be used.
* The following attachments should be provided together with the application form:

(a) a 1- or 2-page summary of the aims and proposed schedule of activities during the meeting,

(b) a detailed budget for the activity, including other sources of funds, and

(c) a draft announcement for the meeting (300 words or less), including requirements for invitation/selection of participants.

* The AASP Subcommittee on Small Group Meetings will evaluate the proposal, and if necessary, seek clarifications about the proposal from the main proponent. The Subcommittee will recommend a decision to the AASP Executive Committee, which will decide on the outcome of the application within one month after the date of submission.
* Applications must be made at least 6 months (but ideally much longer) prior to the planned meeting dates in order to give adequate time for publicising the meetings, submission of abstracts and feedback, and for travel arrangement. For instance, application for a meeting planned for December 2022 should be submitted by June 2022, so that the funding decision can be notified and the meeting can be announced in July 2022, allowing time for invitation, selection, and notification of participants with an adequate amount of time ahead of the meeting.
* Successful applicants will receive 50% of the AASP support in advance. Within one month after the meeting, organisers are required to provide (1) a brief report plus one or more photos from the meeting (to be published in the newsletter and website), (2) the abstracts of the meeting, (3) an overview of the participants, and (4) a financial statement accounting for expenditure. The remaining 50% of the support will be paid to the organisers after submission of the reports that demonstrate the execution of the proposed activities. Any significant departure from the proposal will need to be explained to the AJSP.
* When budgeting, please use USD and include GST and other relevant taxes (as needed) within the cost. The budget should also include bank charges that will be required for the transfer and handling of the funds. The proponents are expected to manage the possibility of fluctuations in the exchange rates between USD and the local currency; no adjustment will be made for subsequent changes in foreign exchange rates.
* If there are any questions about how the application should address the assessment criteria, the proponents may inquire directly with the Chair of the Small Group Meeting Subcommittee, Dr. Kim-Pong Tam at kevintam@ust.hk.