**Ad Hoc Application**

In addition participating in the existing activities within the NSU study program, it is also possibly to apply for funding to organize ad hoc projects. Examples of such events are:

* A symposium to prepare a proposal for a new study circle
* Projects to establish new networks or collaborations with institutions within the Nordic-Baltic region.

About the application format: An ad hoc application must be supported by at least two people, who will be responsible for carrying out the project and for the economy. The application should include a description of the proposed activity, a budget, a list of all collaborating partners (for example, host institution for the event) and, if applicable, a list of any other people involved. The application should contain a motivation of the relevance of the project to NSU. The activity has to take place in the Nordic-Baltic region. Normally, the average granted amount ranges from 10 000 SEK - 20 000 SEK.

**Deadline for submitting a proposal:**

The board receives applications for ad hoc events two weeks prior to each board meeting, which are held four times a year (normally February, June, July/August and September). Please check the NSU Calendar for specific dates: <http://support.nsuweb.org/calendar/>

Applications should be submitted to: board@nsuweb.org

The decision will be made at the following board meeting and the applicants will be notified shortly after.

**If funding is granted, the following conditions apply:**

Depending on the character of the ad hoc project, the ways of reporting for the outcomes may differ, but nevertheless the following conditions apply:

* At the latest 1 month before the ad hoc: A request for money, including an updated budget, should be submitted to NSU’s accountant and the Board member responsible for the NSU study program.
* 1 month after the ad hoc or latest by April 15th (if part of the winter program) / November 15th (if part of the autumn program): The final accounting, including the receipts for travel support, should be submitted to NSU’s accountant.
* 1 month after the ad hoc or latest by April 15th (if part of the winter program) / November 15th (if part of the autumn program): A final report of the ad hoc event should be submitted to the Board.

If the ad hoc project is a symposium, it should be organized according to the rules for organizing a Winter Symposium, see <http://support.nsuweb.org/coordinators/winter-symposium/>

Eventual questions can be sent to board@nsuweb.org