***Societas Liturgica* Congress Scholarships Guidelines**

*Societas Liturgica* is pleased to invite applications for the *Societas Liturgica* Congress Scholarships to enable members to attend and present research at the 2017 *Societas Liturgica* Congress in Leuven, Belgium.

Congress Scholarships are available to [members](http://societas-liturgica.org/contact/membership/) of *Societas Liturgica* in good standing and to those in the process of applying for *Societas Liturgica* membership, who are in need of financial support to attend the Congress.

Recipients of *Societas Liturgica* Congress Scholarships will normally be provided with:

* Congress Registration
* Entry-level, single-room accommodation for the duration of the Congress and
* A contribution toward the cost of traveling to the Congress (paid electronically via reimbursement after submission of original receipts).
1. Applicants normally must be current members of *Societas Liturgica* in good standing, or must be in the process of becoming a member of *Societas Liturgica* (N.B. The awarding of a Congress Scholarship is contingent upon an applicant being accepted as a member of *Societas Liturgica*.)
2. Applicants must be presenting a peer-reviewed paper at the Congress for which they are applying for a scholarship. All paper proposals are peer-reviewed according to the process outlined by *Societas Liturgica* in its Congress information. Scholarships are not available for those presenting un-refereed Short Communications at the Congress.
3. Applicants must provide the following information as part of their scholarship application (all materials must be received by the scholarship committee by February 1, 2017, 9.00am GMT.
	1. Fully completed Congress Scholarship Application Form (in either English, German or French)
	2. An academic Curriculum Vitae (no longer than 2 single-sided pages)
	3. A letter of recommendation (no longer than 1 single-sided page) from another *Societas Liturgica* member verifying financial hardship warranting scholarship eligibility.
	4. Evidence that the applicant’s paper has been accepted for presentation at the *Societas* Congress for which they seek a Congress Scholarship. (A copy of an email acknowledging acceptance of their paper for presentation is sufficient.)
	5. A budget indicating any additional support sought or secured for the Congress (no longer than 1 page). (N.B. Previous Congress Scholars applying for another Congress Scholarship are required to provide evidence of having sought additional funding support from other sources).

If any aspect of the scholarship application form or accompanying documentation is incomplete, the applicant will not be eligible for a Congress Scholarship. Applications received after the deadline will not normally be considered.

1. Names of scholarship recipients will be made public as part of general Congress information published by *Societas Liturgica*.
2. Applicants who are unable to attend the Congress will forfeit all scholarship funds but can apply for another scholarship in future years.
3. Recipients of Congress Scholarships in a given year will be eligible to apply for a scholarship to attend the following Congress. If they receive two Congress Scholarships in a row, they will be eligible to apply for a third consecutive Congress Scholarship, but first and second time applicants will be given priority, and third time applicants will only be granted scholarships if Societas Liturgica has enough financial means. (I.e., if a Congress Scholarship is received for the 2017 Congress, a recipient can apply for another Scholarship for the 2019 Congress. If they apply for a third time his/her name will go to the bottom of the list of applicants for the 2021 Congress Scholarship when they have indeed received scholarships for the previous two Congresses.)
4. Recipients of Congress Scholarships at one Congress are not guaranteed of funding to subsequent Congresses as the application process is open and competitive each year.
5. Scholarships do not cover the cost of membership fees for *Societas Liturgica* – members must cover this cost.
6. Compassionate decisions by the treasurer are possible.

**Further Terms and Conditions**

* Scholarships will be awarded after the *Societas Liturgica* peer-review process for Congress paper proposals has been completed and papers accepted for presentation are known.
* The number and size of Congress Scholarships provided in a given year may vary depending upon the level of available funds in the *Societas Liturgica* Congress Scholarship Program.
* A larger percentage of available travel funding will be provided to Congress Scholars who are required to travel a greater distance from home to attend the *Societas Liturgica* Congress. The limit on airfare is set to EUR 2000,- (or equivalent in any currency, based on the day rate).
* Recipients of Congress Scholarships will be announced on the *Societas Liturgica* website, on Facebook, and in the pre-Congress newsletter. Unsuccessful applicants will not be notified separately and no further correspondence will be entered into.
* The *Societas Liturgica* Scholarship Committee reserves the right not to award scholarships in a given year if no suitable applications are received.
* Congress Scholar Registration fees will be transferred from the Scholarship Fund directly to the *Societas* Congress Registrations Account. Congress Scholar Accommodation costs will be transferred from the Scholarship Fund directly to the Accommodation provider. Funds covering Registration and Accommodation will not be provided directly to Congress Scholars.
* Reimbursement of a portion of Congress Scholar travel costs will normally be made from the Scholarship Fund direct to the Congress Scholar subsequent to original receipts being submitted to the Scholarship Fund by the Congress Scholar (who must keep copies of these receipts for their own records). Congress Scholars must normally have a registered bank account into which international funds can be deposited electronically. No cash transactions will be possible. If electronic transfer of international funds is not possible due to lack of such facilities at a recipient’s bank, then other arrangements will need to be made by the scholarship recipient for non-cash reimbursement of scholarship funds.
* Members of *Societas Liturgica* can contribute to the Congress Scholarship Fund when they register to attend the Congress and when they renew their Annual Membership of *Societas Liturgica*. Bequests to the *Societas Liturgica* Congress Scholarship Program are welcome. Please contact the *Societas Liturgica* treasurer for details.
* The Scholarship Committee will make every effort to ensure diversity of Congress Scholars from among the pool of eligible applicants in relation to age, gender, geography, religious denomination and ethnicity. There are no age restrictions on applicants for Congress Scholarships.
* Names and short-profiles of Congress Scholars will be included in the Congress program.
	+ Deadline for submission of scholarship applications: February 1, 2017.
	+ Deadline for allocating scholarships (March 1, 2017)
	+ Deadline for announcing scholarships (April 1, 2017)