

## THE RICHARD SKEMP MEMORIAL FUND

**The Richard Skemp Memorial Support Fund was established to provide financial support for prospective PME participants from under-represented countries, or countries in which no financial support is available, in order to allow them to attend the conference.**

The spirit of the fund is to make participation possible for those who might not be able to attend for financial reasons. Where applicants are from, where they are living, where they are working, where they are currently studying, as well as the conditions of their employment and studies are important factors when making decisions on the applications.

Applicants for a grant from the Fund will be considered from those who are (or who become) members of PME and who submit a proposal to present one of the following:

- a Short Oral Communication,
- a Poster Presentation,
- a Research Report,
- a presentation at a Research Forum on invitation of its coordinators,
- co-ordination of a Working Session, Discussion Group or a Research Forum.

You can download the application form from the IGPME-webpage (<http://www.igpme.org>) and the PME conference homepage. A copy is attached to this document.

**Please, note that you will have to become a member of PME in order to apply for a Skemp Fund grant; this is done when you register for the conference.** When registering for the conference, you are required to pay the pre-registration fee: this is the conference deposit plus the membership fee. If the pre-registration fee has not been paid, the applicant's proposal will not be considered. The membership fee is not refundable.

Grants will normally cover conference fees (excluding membership) and may also make a contribution to accommodation and travel depending on the decision of the Skemp Fund committee (recent awards have ranged between 500 Euros and 2000 Euros).

Before applying for the Skemp grant, you need to be aware that some or all of your travel costs will have to be paid initially by yourself or your institute. You will be reimbursed at the conference site according to the agreed grant.

Applications for a Skemp Fund grant should be made at the same time as proposals are submitted for presentation at the conference. Please see the First Announcement for details of how to submit – they vary according to the type of proposal. Only applicants who have had their presentation proposal accepted by the Conference Programme Committee are eligible for a grant. No applications will be considered after March 1st of the year of the conference.

In general

- only one of the authors of a particular proposal will be eligible to apply for a grant;
- those who have already received a grant on a prior occasion will normally not receive an additional grant;

Criteria on which a grant can be awarded.

A. Conditions for support to be given.

1. Applicants need to be a citizen of a country in which financial support is difficult to obtain. Some explanation or justification is required. If the applicant is studying in a more affluent country, which could be expected to provide support, this will also be taken into account.
2. The applicants' employer is unable to provide full funding for the conference.
3. The applicant is unable to provide full funding by using personal means and declares that he or she has no possibility to cover the costs from other sources.
4. The applicant has registered online and paid the conference deposit.
5. The applicant has submitted a proposal for a contribution of one of the kinds listed above.
6. If the proposal has more than one author, normally only the presenting author can apply for funding.
7. The proposal is accepted.

B. Priorities

8. Applicants coming from a country which has had few PME participants in the past would be prioritized provided all other conditions in A are met
9. Newcomers are usually prioritized over members who have participated in prior conferences
10. Newcomers and early-career researchers/lecturers are usually prioritized over established researcher/lecturers
11. Applicants who have a RR accepted are prioritized over other applicants. The order of priority is as follows: RR, SO, PP, invited speaker at RF, organizer of RF, DG, WS.
12. Contributions that are considered as outstanding by the reviewers, the IPC and/or the Skemp Fund selection committee may be prioritized
13. Under normal circumstances an applicant will be eligible for a grant from the Skemp Fund only for one PME conference; in rare cases funding might be given twice – for example if the applicant can demonstrate that an outcome of the first grant was a substantial development of the work presented at the first participation

### C. Funding amount

14. The number and sizes of grants made in any year will depend on the amount of money available to the Skemp Fund in that particular year as well as the number and size of applications the same year.

15. Grants will normally cover conference fees (excluding membership) and may also make a contribution to accommodation and/or travel expenses depending on the decision of the Skemp Fund Committee.

16. In cases considered justified by the Skemp Fund Committee, a larger amount might be granted. The maximum possible amount will be the conference fee (excluding membership), travel, and accommodation in student accommodation or hostel.

17. The funding must be used for the conference for which it is given.

18. The applicant will need to raise all funding temporarily as the grant from the Skemp fund will be paid in cash at the location of the conference. In justified cases the conference deposit can be reimbursed to help pay for travel expenses before travel.

The number and size of grants each year depends on the amount available as well as the number of applicants and the relative merits of each application. The funding amount spent each year should consist of the donations the same year and some of the Skemp reserve fund. The IC aims to maintain the Skemp fund in order to ensure support in years where fewer or smaller donations are received. Donations to the Skemp Fund other than those from conference participants are much welcome.

The Richard Skemp Memorial Support Fund Committee meets during the second meeting of the International Programme Committee (usually in March before the conference) and makes its recommendations once decisions on the acceptance or rejection of proposals have been completed.

The PME Administrative Manager will contact applicants to inform them about the decision on their application for a grant. This will usually take place before the end of April each year. Please note that grants cannot be carried over to following conferences. A new application will have to be made for the new conference.

### Skemp Fund ambassadors

PME wishes to attract more participants from under-represented countries, especially those where funding is difficult to obtain. We ask our Skemp Fund recipients to become 'ambassadors' for PME, to make PME, and possibilities of Skemp Fund support, better known in such countries. If you are requesting a grant, please tell us briefly how you might use your personal knowledge of possible new members in underrepresented countries and non-affluent areas if you are a successful recipient.

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