



## Study trip abroad

### *Grant conditions and CWB application procedure*

PhD candidates **at Leiden University** can apply for a LUF grant for a study trip abroad. The study trip must be part of a recognised research project within the faculty and part of a PhD programme.

Applications are evaluated by the LUF Committee for Academic Expenditure (CWB). Successful applicants will receive a **maximum award of € 2,000**. The sum paid will be based on the actual costs and will not exceed the grant awarded.

### Conditions

- You are a PhD candidate at Leiden University.
- As a PhD candidate, you have not previously received a LUF grant for a conference or study trip abroad.
- You can apply for a grant to cover the cost of your travel from Leiden or The Hague to the principal location of the study trip and the cost of your accommodation.
- Residential costs include all costs for accommodation, living expenses, visa, vaccinations and any supplementary insurance. These costs are subject to a daily rate. The daily rate depends on the destination and the length of the stay. There is a list on the website indicating the [daily rates for destinations](#).
- The daily rate for residential costs is a guideline. You can include a lower rate in the budget.
- You will pay a personal contribution (for living expenses) of €10 per day. This must be included on the budget form as income.
- Your faculty, institute or department will contribute at least one-third of the total costs for the study trip.
- Applications whose budget is not in line with the rules of the LUF will be declared inadmissible. If you need help in preparing the budget, you can enlist the help of the faculty FEZ department.
- An application for a study trip that takes place before the CWB meeting at which a decision will be taken regarding the application is not admissible.
- Your application will not be considered if it contravenes government restrictions or restrictions that apply at Leiden University or in the destination country.
- Accountability is based on travel documents (e.g. an airline ticket). Receipts for accommodation or food do not need to be presented.
- To settle the costs incurred, you must submit an expense claim, a descriptive report and a financial account to the LUF within two months after the study trip.

### Application procedure

- The CWB meets several times a year to discuss grant applications for study trips. [The submission deadlines for applications can be found on the LUF website](#).
- You should submit your application in the LUF grant portal at [lufsubsidie.nl](#). You may do this in Dutch or English. Your application must include:



- A. The *motivation* behind the application, including a brief description of how the study trip relates to your research.
- B. A *summary of the study trip (150 words)* which can be understood by a general audience.
- C. A *clear budget*, including information about other (potential) sources of funding. Use the form in the grants portal and only include eligible costs in the budget. A personal contribution of €300 per month for living expenses must be included as income.
- D. A *letter of recommendation from your PhD supervisor*.
- E. *Proof of financial support* (at least one-third of the total costs) from the faculty or department.

You will generally receive written notice of whether you have been awarded a grant within two weeks of the CWB meeting at which your application is discussed.