Grant conditions and application procedure for a study trip by PhD students

Doctoral candidates (PhD students) at Leiden University can apply for a grant for a study trip outside the Netherlands. The study trip must form part of a recognised research project within the faculty and be part of a PhD track.

Grants awarded by the Leiden University Fund (LUF) are always in the form of a financial security grant. This means that the amount paid out will not exceed the actual costs and will not be higher than the grant awarded. All applications are judged by the Committee for Academic Expenditure (CWB).

Conditions
In order to be eligible for a grant study trips must satisfy the following general conditions:

• The faculty, institute or department in question must contribute at least one-third of the total eligible costs. The remaining costs are then eligible for a financial security grant.
• Eligible costs are the travel costs from Leiden to the principal location of the study trip, the accommodation costs, costs of living, as well as costs for visas and vaccinations. Other costs are in principle not eligible.
• One must contribute € 300 per month (€ 10 per day) to cover living costs, to be included on the budget form as income. This is related to the fact that one saves money at home.
• The maximum grant for the eligible costs of a study trip is € 2,000.
• Doctoral candidates may not receive more than one grant for a conference participation or a study trip. As a rule, only one person in each research group may receive a contribution for the same study trip.
• The application must be submitted not later than at the deadline for a CWB meeting. The study trip may not start before the date of the CWB meeting in which the application is discussed.

Application procedure
You can submit your application with all attachments using the LUF subsidy portal, after which you will receive a confirmation of receipt including a reference number. The CWB meets several times a year to discuss the applications. See the overview of deadlines and CWB meeting dates. You will receive a written message concerning the decision within two weeks of the meeting. The decisions made by the CWB will also be published on the LUF website, only referring to the grant reference number.

Information and attachments needed for an application

1. Motivation and short description
   Explain your motivation for your application, including a brief description of the topic in relation to your research (not more than one A4).

2. Description of study trip
   We would like to receive a short summary of the purpose and content of the study trip that can be understood by a general audience (about 150 word and maybe some photos). If your application is accepted, we can use the summary and photos for a news item on our website or a message for (potential) donors.
3. **Budget**
   A financial budget including information about other (potential) grant applications. Use the applicable budget form. Your budget should include all items eligible for a LUF grant (see conditions).

4. ** Recommendation**
   A written recommendation from your PhD supervisor (promotor).

5. **Proof of faculty or departmental financial support**
   Your faculty or department must provide a statement saying that it is supporting the study trip financially with an amount of at least one third of the eligible costs.

**Final reporting**

If you are awarded a financial security grant, we request that you refer to LUF as the grant provider in relevant forthcoming publications, in print and digital. We need to receive the final report on your project within two months of completion. Your reporting must consist of a descriptive report, including some photos as well as the expenses form. Please see the guidance on the [website](#). Based on your final reporting, we will make the payment of your grant.

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