



Application form and procedure for LISF student subsidy

(update September 2018)

You can submit your application with all the attachments via the [LISF application form](#); you will then receive a confirmation of receipt. The LUF International Study Fund (LISF) committee meets several times a year to discuss the applications. For a list of the meeting dates and deadlines, you can view the [meeting overview](#).

The LISF committee assesses all the applications in three rounds: a reading round, a discussion round and a decision-making round in the LISF meeting. If, during the reading round, the committee considers your application meets the requirements, you will be invited for a discussion. In the week before the discussion round you will be notified whether your application is being considered in the second round.

The discussion of around 15 minutes takes place on the day of the committee meeting between 13:00 hrs. and 16:30 hrs. During the discussion the committee will ask you about the content of your project and how you will approach it, the added value of the destination and your motivation. Your application has to be dealt with before your departure, and you have to be present in person at the discussion meeting.

After the discussion, that same afternoon decisions will be made in the LISF meeting on all the applications. The outcome of the LISF meeting will be published the following day in anonymised form on the LUF website under [Awards](#). You will also be notified of the outcome by email within 14 days after the meeting.

Attachments needed for an application

1. **Motivation and embedding in programme**

Please indicate what motivates you personally and why you are enthusiastic about this project, including in the light of your development to date and your plans for the future. We also want to know how this project is formally embedded in your study programme: you should make it clear how the project ties in with and is important for your programme. You should also indicate the names of your supervisors or contact people at Leiden University (LEI) and in the host environment, and what their role is.

2. **Brief description of the project**

Give a brief (maximum 1 A4) description of what you are going to do. Depending on the destination of your travel, you may be asked for some additional information.

a) *Subsidy for research*

To be eligible for a subsidy for research, the description of the research has to meet the following conditions so that the committee has enough information to be able to assess the proposed research and the feasibility of conducting the research.

- The application should be written in language that can be understood by non-specialists;
- There should be a clear research question (including possible sub-questions);
- The chosen methods of data collection and motivation should be indicated;
- The application should include a passage about the scientific relevance of the research;
- It should also include a time schedule.

b) *Subsidy for education*



To be eligible for a subsidy for education, the added value of the foreign location must be clearly demonstrated. This must be a course or programme that is not available in the Netherlands or there has to be a research comment linked to it that makes the stay abroad necessary.

c) *Subsidy for experience internship*

If the project is an experience internship, the description of the project must in any event include:

- A detailed overview of the tasks and activities;
- A timetable;
- A brief summary of the learning objectives of the internship.

d) *Subsidy for a conference or symposium*

If you are going to a conference or symposium, you should be making a presentation or giving a lecture during the event. You should attach a summary of your presentation or lecture to your application. You are also obliged to ensure that your faculty will cover at least one-third of the costs, to be confirmed in a statement by the faculty, as part of the letter of recommendation or as a separate appendix.

e) *Subsidy for preparing a PhD track*

If you are applying for a subsidy to prepare for a PhD track, you need to start this project within six months after graduating at Leiden University, and this project should lead to a proposal for PhD research at Leiden University.

- The project should have a clear research question/objective that demonstrates the need for and added value of the destination of the research;
- The methods, planning, organisation and supervision must have a solid basis;
- You should be able to substantiate the results you expect to achieve;
- Your project is original and you have your own vision of the project;
- You can give reasons why you believe it is important that this project is implemented and what your added value is.

3. Budget

You should use the LISF model financial report.

4. Curriculum vitae

5. Grade list

Grade list with the results you have obtained to date or a copy of your bachelor's or master's grade list.

6. Recommendation by Leiden University supervisor

Letter of recommendation from the LEI lecturer who will be your supervisor, in which you also indicate how the project relates to your study programme and the credits you expect to earn.

If applicable, you should also include the following attachments:

7. Confirmation of financial contribution from the department/faculty

In the case of a visit to a conference or symposium, you should include a letter with the confirmation of the financial contribution from the programme/faculty.

8. Letter of confirmation from the institution/conference you are visiting

Letter of confirmation from the institution or conference/symposium abroad that you will be visiting. Please also include a summary/programme.

Payment in the event of an award

The subsidy awarded will be paid in two instalments. The first will be paid on the basis of the plane ticket to your destination or an equivalent confirmation of your travel to your destination. You will



receive the second instalment after your return and once you have submitted your final project expenses. These expenses comprise a report, photographs and a financial account. The project expenses should be received within three months after your return. The first payment will be 90% of the agreed subsidy, provided the amount for the second instalment is at least € 50. The second instalment will be 10%, or € 50.