Grant conditions and application procedure for conference organisation

Leiden University scholars can apply for a grant to organise conferences and workshops which have an academic objective and/or which emphasise the social relevance of their research field.

All Leiden University Fund (LUF) awards are made in the form of a financial security grant. This means that, if the actual costs amount to less than the amount LUF has awarded, the amount paid out will not exceed the actual costs. 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 conference or workshop must take place in premises of Leiden University in Leiden or The Hague.
- The maximum financial security grant is €2,500. This money is not intended to be used to cover publication costs.
- The faculty or department must contribute at least the same amount as the grant amount applied for.
- This grant option is primarily intended to be used towards the organisation of expert meetings and small conferences that would be difficult to finance without LUF’s support. Annual conferences are not eligible for a grant.
- Applications will not be considered for an activity that takes place before the date of the CWB meeting in which the application is to be evaluated. The committee meets several times each year. Please see the meeting overview for current deadlines and meeting dates.

Application procedure
You can submit your application with all attachments using the LUF Subsidy portal, after which you will receive a confirmation of receipt. The Committee for Academic Expenditure (Commissie Wetenschappelijke Bestedingen, CWB) meets several times a year to discuss the applications. For an overview of the meeting dates and submission deadlines, please consult the meeting schedule overview. You will receive a written message concerning the decision within one week of the meeting.

Information and attachments needed for an application

1. Motivation and short description
   Explain the motivation behind your application, including a brief description of the topic or theme of the conference in relation to your research.

2. Programme
   We would like to receive a short summary that will be understood by a general audience. If your application is accepted, we can use this text as the basis for a news story or to share with (potential) donors on our website. This lets us show them the sorts of activities that their financial contributions can make possible.

3. Budget
   A budget including information about other (potential) grant-awarding institutions. Use the CWB Expenses for Conference Organisation Form. Your budget should include all items eligible for a LUF grant (see conditions). You need to list LUF’s support in your programme. If you are awarded the grant, you will be provided with a standard wording for doing this.

4. Recommendation
   A written recommendation from the head of the research group.
5. **Proof of faculty or departmental financial support**

You need to show that your faculty or department is supporting the conference financially with an amount at least equal to the amount being applied for.

**Final reporting**

If you are awarded a guaranteed reimbursement grant, we request that you list LUF as a grant provider in relevant forthcoming (digital) publications.

We need to receive your final reporting on the conference within two months after the date of the conference. As part of your final report, in addition to the expenses form with the required attachments, we would also like to receive a descriptive report and a few photographs.

September 2020