Participation in a foreign conference – grant conditions and application procedure

PhD students at Leiden University can apply for a grant to participate in a conference outside the Netherlands. Grants for participation in an overseas conference are only available to PhD candidates who can show that they do not hold a salaried position. Attending the conference must form part of a recognised research project within the faculty and/or be part of a PhD track.

All Leiden University Fund (LUF) grants are awarded in the form of a financial security grant. This means that, if the actual costs are less than the amount LUF has awarded, the amount paid out will not exceed the actual costs. Applications are judged by LUF’s Committee for Academic Expenditure (Commissie voor Wetenschappelijke Bestedingen, CWB).

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

• You do not hold a salaried position, which must be confirmed by means of a statement from the faculty.
• You can apply for a grant to cover your return travel costs from Leiden to the conference, overnight accommodation during a conference and any registration costs. Costs for meals, local transport, visas or the production of posters are not eligible for grant funding.
• There is a maximum award of € 600 for conferences within Europe; for conferences outside Europe the maximum amount that may be awarded is € 1,200.
• Your faculty or institute must contribute at least one-third of the total eligible costs. The remaining costs are then eligible to be covered by a financial security grant.
• PhD students may not receive more than one grant for attending a conference or making a study trip. As a rule, only one person in each research group may receive a contribution for the same conference.
• Make sure you submit your application in good time, to ensure that the committee has time to evaluate the application before the activity takes place. Activities that take place before the CWB meeting are not eligible.

Application information
You can submit your application with all attachments using the LUF Subsidy portal. You will receive a confirmation of receipt. The CWB meets several times a year to discuss 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 weeks 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 in relation to your research (not more than one A4).

2. Description of conference content
   We would like to receive a short summary of the purpose and content of the conference that can be understood by a general audience. If your application is accepted, we can then use this text as the basis for a news story or to share with (potential) donors on our website.
3. **Budget**  
A budget including information about other (potential) grant-awarding institutions. Use the budget form for foreign conference participation. Your budget should only include items that are eligible under a LUF grant (see the conditions).

4. **Recommendation**  
A written recommendation from your PhD supervisor (promotor). This recommendation also needs to confirm that the applicant is a self-funded or contract PhD student, not on the payroll of the university.

5. **Proof of conference acceptance**  
This is the acceptance notice for your active contribution to the conference. It demonstrates that you will be making an active contribution to the conference by presenting a paper or a poster. If you have not yet received an acceptance notice at the time you apply, you will need to present this as soon as available.

6. **Proof of faculty or departmental financial support**  
You need to show that your faculty or department is supporting the trip financially for at least one-third of the eligible costs.

**Credits and final reporting**  
If you are awarded a security grant, we request you to mention LUF as a source of funding in relevant forthcoming publications, print and digital, such as your paper, your presentation, or publications resulting from the conference.

We need to receive the final report for your project within two months of completion. 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. Your expenses form is the basis for determining the amount of your grant and transferring it to your bank account.

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