



## **LUF grant for study trips abroad by students (LUF International Study Fund – LISF) Grant conditions and application procedure** (update August 2020)

### **Grant conditions for LISF**

Students at Leiden University can apply for a subsidy for a study trip abroad. The study trip must be part of your study programme. You can submit an application for research, education, an internship, attendance of a conference or for a PhD preparation.

### **Conditions**

An application can be considered for a subsidy if you are going to be doing something that you have thought of yourself and if you know how you are going to do it, what you want to know and what your limitations are. In addition, we expect you to be able to explain to the committee members what makes your project unique and why it warrants support from the LISF. You may receive a LUF grant if you meet all the absolute criteria and the relative criteria that apply to you and your project.

#### ***Absolute criteria***

- You are enrolled at Leiden University and have passed the first two years of your bachelor's programme.
- You are not going to take a full master's or other programme abroad.
- You will be leaving after the date of the interview and meeting.
- You are present at the interview with you to discuss your application or you are allowed to get an interview by Skype (see [meeting dates](#)).

#### ***Relative criteria***

You need to be able to explain your project both in your application and at the interview.

#### ***General relative criteria (apply to everyone)***

- When assessing your application, account will be taken of the level of your programme (bachelor's, master's or research master's or preparation for a PhD).
- You are a promising student, as is evidenced by the study results and your cv.
- The international project provides clear (academic) added value.
- You can convey your motivation and enthusiasm for this project in a convincing way.
- You show that you master the content of your project.
- You have a clear plan of how to approach the project.
- The project fits well within your study programme.
- The project has a solid financial basis.
- You are trying to acquire funds from other sources.

#### ***Project-specific relative criteria***

- Participation in a conference:
  - The committee can award a maximum grant of € 300 for participation in a conference in Europe and € 600 outside Europe, provided the applicant makes a presentation or present a paper during the conference or symposium and makes efforts to see that at least one-third of the costs are financed by the faculty or department. For



such applications, a letter of acceptance from the conference organisation and a summary of the presentation or paper must be attached to the application.

- Education:
  - The added value of the international location is clearly evident. This should be a programme that cannot be followed in the Netherlands or it should include a research component that enriches the project.
- Internship:
  - You can show clearly what the added value of the internship is and can explain what your own contribution will be during the internship. For medical residency internships, the added value of the foreign destination must be made explicitly clear.
- Research:
  - The project has sufficient depth and a clear research question/objective, showing the need for and added value of the foreign destination. The methods, planning, organisation and supervision are solid and justify the expectation that the project can be completed within the agreed time. Your project is preferably original and you have your own vision on how the research should be set up and you can motivate why it is important to you to be part of this project.
- Preparation for a PhD:
  - You will start this project within six months after graduating from Leiden University. The project must lead to a proposal for PhD research at Leiden University. The project has a clear research question/objective that clearly indicates the need for and added value of the destination. The methods, planning, organisation and supervision are solidly based. You can substantiate the results you expect to obtain. Your project is original and you have your own vision of the project and can motivate why it is important that this project is carried out and what value you will add to the project.
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*Because of the corona measures the possibilities for international travel are still very limited. The most recent guidelines are available on the [Leiden University website](#). If you want to apply for a study-trip grant with a departure date before 1 February 2021, you need the consent of the International Incident Team (IIT). See the application form on [the student website](#). Prior to the IIT permission you may apply for a LISF grant, but if the grant is awarded it is only payable if you have received the IIT approval for the study trip.*

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### **Application procedure**

You can submit your application with all the attachments via the [LUF Subsidy Portal](#). You will receive a confirmation of receipt. The LISF 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: 1) a reading round, 2) an interview round and 3) a decision-making round in the LISF meeting. If, during the reading round, the committee considers your application as sufficient, you will be invited for an interview. In the week before the interview round you will be notified whether your application is being considered in the second round.



Exception as of 2020: applications for a conference participation are exempted from the interview round. Those applicants will hear after the reading round whether their application is accepted for decision-making in the LISF committee meeting.

The interview of 15 minutes takes place on the day of the committee meeting between 13:00 hrs. and 16:30 hrs. During the interview two committee members will ask you about the content of your project and how you will approach it, the added value of the destination and your motivation. You have to be present in person at the interview, unless the committee has agreed with an interview via MS Teams.

After the interview, that same afternoon decisions will be made in the LISF meeting on all the applications. The outcome of the LISF meeting will be published within three working days in anonymised form on the LUF website under [Awards](#). You will also be notified of the outcome by email within 10 business days after the meeting.

## Attachments needed for an application

### 1. Brief description of the project

Give a brief description of what you are going to do (max. one A4).

Depending on the destination of your travel, you may be asked for some additional information:

#### 1) *Subsidy for a conference or symposium*

If you are going to a conference or symposium, you should be making a presentation or presenting a paper during the event. You should attach a summary of your presentation or paper to your application. You are also obliged to make an effort 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. If the faculty cannot support you financially, this has to be confirmed in a written statement by the faculty.

#### 2) *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 component linked to it that makes the stay abroad necessary.

#### 3) *Subsidy for internship*

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

- A detailed overview of the tasks and activities;
- The added value of the destination abroad.
- A brief summary of the learning objectives of the internship;
- A timetable.

#### 4) *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 your motivation for the approach chosen;
- The application should address the scientific relevance of the research;
- It should also include a planning.



### 5) *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.

### 2. 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 (max. one A4). 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 and in the host environment, and what their role is.

### 3. Budget

### 4. Recommendation letter by Leiden University supervisor

Signed letter of recommendation from the LU supervisor, in which he/she also indicate how the project relates to your study programme and the ECTS you expect to earn.

### 5. *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.

### 6. *Confirmation of financial contribution from the department/faculty*

In case of a visit to a conference or symposium, you should include a letter with the confirmation of the financial contribution from the institute/faculty or a statement that they cannot support you financially.

### 7. Curriculum vitae

Please include your cv.

### 8. Grade list

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

## In case of a grant award: payment and reporting

In case of a grant award, you will get a grant letter with all conditions by email.

The subsidy awarded will be paid in two instalments.

- The first will be paid on the basis of the flight 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 reporting. This final reporting comprises a report on your stay abroad, 3-5 photographs (including at least one with yourself on the photo) and an expenses form. The final reporting documents should be received within two months after your return.

The first payment will be 90% of the grant awarded, provided the amount for the second instalment is at least € 50. The second instalment will be 10%, or € 50.