



## Grant conditions and application procedure

### LUF International Study Fund (LISF)

update August 2023

#### Grant conditions for LISF

Bachelor and master students at **Leiden University** can apply for a subsidy when studying abroad. The activity 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.

Applications will be reviewed by the LISF committee of the Leiden University Fund.

#### Conditions

An application can be considered for a subsidy if you will 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 (for all types of applications and the relative criteria that apply to your project).

##### *Absolute criteria*

- You are enrolled at Leiden University and have successfully completed your propaedeutic year.
- You will not be enrolled in a full master's programme at a university other than Leiden University.
- You leave on your trip abroad after the date of the next [LISF committee meeting](#).
- Your application will not be considered if it contravenes government restrictions or restrictions that apply at Leiden University or in the country of destination.
- Your application complies with the rules drawn up by Leiden University regarding plagiarism and fraud (see [here](#) and [here](#)).
- If you are submitting an application for a research project or in preparation for a PhD track, you must be available on the day of the meeting (see [agenda](#)) for a physical meeting in Leiden with committee members to discuss your application. (In the context of diversity and inclusiveness, it is exceptionally possible for this meeting to take place via Microsoft Teams. Please contact the [LUF secretariat](#) before submitting your application.)
- You may submit no more than one application per Bachelor or Master study.

##### *Relative criteria*

You need to be able to explain your project both in your application and, in case of a research project or PhD preparation, at the interview.



*General relative criteria (apply to everyone)*

- When assessing your application, the level of your education is taken into account.
- You are a promising student, as is evidenced by the study results and your cv.
- The 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 and can convey this in an understandable way to non-specialists. Adapt the style of the application for the LISF committee, who are not specialised in your subject.
- You show that you have considered the social aspects of your project including sustainability, laboratory animal use, etc.
- 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.
  - An acceptance letter from the congress organization indicating that you may give a presentation (poster/stage) must also be attached to such an application.
  - We would also like to receive a summary (abstract) of the presentation or lecture.
- Education:
  - This application applies if you want to study abroad for a period of time. The added value of the foreign location must be clearly demonstrable and the education must complement the Leiden curriculum. Transcontinental education must be exceptionally well-motivated.
  - The courses to be taken must be listed in the application and it must be made plausible why these courses, bases on their content and subject, cannot be taken in the Netherlands.
  - The committee can award a maximum of € 750 for education. No grants will be given to full master's degree programs.
- Internship:
  - These includes experiential internships, medical internships (co-schappen) and field-work for which ECTS will be obtained. The internship is not a part of your bachelor or master thesis. 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.



- The committee can award a maximum of € 750 for an internship. Internships with a very clear research component may be submitted as a research project
- Research:
  - The research project has sufficient depth and a clear research question/objective, showing the need for and added value of the project itself and 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.
  - You are available on the day of the meeting for an in person interview in Leiden to explain your application.
  - The committee can award a maximum of € 1.500 for a research 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.
  - You are available on the day of the meeting for an in person interview in Leiden to explain your application.
  - The committee can award a maximum of € 750 for a project resulting in a proposal for PhD research at Leiden University.



## Application procedure

You can submit your application with all the attachments via the [LUF Subsidy Portal](#). The LISF committee meets four 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 two rounds: 1) a reading round and 2) a decision-making round in the LISF meeting. Applications for research projects or the preparation for a PhD track will be assessed in three rounds: 1) a reading round, 2) an interview and 3) a decisionmaking round in the LISF meeting.

If, during the reading round, the committee considers your application as sufficient, your application will be discussed during the LISF meeting. When your application concerns a research project or the preparation for a PhD track, you will be invited for an interview. In the week before the meeting you will receive a message whether your application will be admitted to the meeting, or whether you are invited for an interview.

The interview of 15 minutes takes place on the day of the committee meeting between 14.00 hrs. and 17.00 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 will be notified of the outcome by email within 10 business days after the meeting.

## Information needed for an application

### 1. Brief description of the project

Give a brief description of what you are going to do (min. 300-max. 750 words).

Depending on the type of application, you are asked for additional information (also see relative criteria above):

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

If you attend a conference or symposium, you must give a (poster) presentation. A summary (abstract) of your presentation or lecture and the acceptance of the abstract should be attached as an additional appendix. Make it clear why this particular conference is relevant to you.

#### **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. The courses to be taken must be listed in the application and the choice of university must be motivated.

#### **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 schedule.

#### **4) Subsidy for research**

To be eligible for a subsidy for a research project, 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.

It must be clear from the project description what your own contribution is and it should not be a copy of a larger research proposal or a proposal already submitted elsewhere.

#### **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. You do not have a paid position as a PhD student for the duration of the project. It concerns a research project which increases your chances at a PhD position. The 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 why this project is relevant to you. For example, learning a new method or technique that will be used during the PhD project.

### **2. Motivation and embedding in programme**

Please indicate what motivates you personally and what makes you enthusiastic about this project, also in the light of your development to date and your plans for the future (min.300-max.600 words). Clarify how the project ties in with your programme. Also indicate who your supervisors or contact persons are at Leiden University and locally, and what their roles are.

### **3. Budget**

Use only the costs and sources of income given in the application form. It is not necessary to submit a balanced budget. Your personal contribution, DUO loan or savings do not have to be included in the budget.

Provide a brief explanation of the following items: Other fees, Grants awarded, Grants applied for (excluding LUF) and Other costs.

## **Required attachments for an application**

### **4. Recommendation letter by Leiden University**

- Conference: A letter of recommendation with signature from your supervising UL professor (e.g., thesis supervisor).



- Internships and Education: A letter of recommendation with signature from your supervising UL professor, exchange coordinator or student advisor that includes the connection to your studies and the number credits to be earned.
  - Research: A letter of recommendation with signature from your supervising UL professor.
  - Preparation for a PhD: A signed letter of intent from your intended supervisor indicating his/her desire to supervise you as a PhD student. The supervisor is affiliated with Leiden University.
- 5. Letter of confirmation from the institution/conference you are visiting**
- A letter of confirmation from the institute, congress or symposium to be visited should be attached to the application. For a congress visit, acceptance of the abstract should also be included. If there is no receiving party abroad (e.g. for archival research in a library or for fieldwork) or the confirmation letter is not available before the submission deadline, please report this under this item.
- 6. Curriculum vitae**
- Please include your cv, max. 2 A4. This shows that you are a promising student.
- 7. Academic transcript**
- Grade list with the results you have obtained to date or a copy of your bachelor's or master's grade list. This list can be requested from the secretariat of your study programme.
- 8. Summary (abstract) of presentation or congress programme (only in case of congress participation)**
- In the case of congress participation, also submit a summary/programme. This appendix is only required in the case of an application for participation in a congress, symposium or conference

## Tips

- Start preparing your application in time, even if your research plan or internship has not yet been approved. Requesting your academic transcript and letter of recommendation always takes a few days.
- The LISF committee consists of members from different faculties. Make sure that the application is written in understandable language for people outside your research field.
- The LISF committee allocates subsidies for projects abroad, so it must be very clear what the added value of the destination abroad is.
- If you do not yet have confirmation of the institute, congress or symposium to be visited abroad, make sure you mention this in your application and upload the confirmation before your departure.



### **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 on the basis of the flight ticket to your destination or an equivalent confirmation of your travel to your destination.

In exchange for a grant, we ask you to send us a report upon completion of your project, together with some visual material of your stay and/or research. This final account consists of a descriptive report, a short video report, 3 to 5 photos of which at least one shows you yourself, and a financial account. The final report must be received within two months after your return. By submitting your report, you automatically compete for a prize of € 1.000!

[More information on the conditions for the final report can be found on our website.](#)