



Organising conferences or workshops

Grant conditions and CWB application procedure

Academics at **Leiden University** can apply to LUF for a contribution towards the cost of organising small conferences and workshops that have an academic objective and/or emphasise the societal relevance of their discipline. Grants are preferably awarded to conferences and workshops of which LUF is the main sponsor.

Applications are evaluated by the LUF Committee for Academic Expenditure (CWB). Successful applicants will receive a **maximum award of €1,500** for a **one-day event** and **€3,000** for a **multi-day event**. The sum paid will be based on the actual costs and will not exceed the grant awarded.

Conditions

- You are an academic at Leiden University.
- The conference or workshop is an independent activity (i.e. not an event parallel to a PhD ceremony or other activity).
- Annual events are not eligible for a grant.
- The conference or workshop will be held in one of Leiden University's buildings in Leiden or The Hague.
- The grant will not go towards publication costs.
- The faculty or department will contribute at least half of the total costs of the conference or workshop.
- The activity will take place after the CWB meeting in which the grant application will be considered.
- To settle the costs incurred, you must submit an expense claim and a descriptive report must be submitted to LUF within two months of the conference.

Application procedure

- The CWB meets several times a year to discuss grant applications for organising conferences and workshops. [The submission deadlines for applications can be found on the LUF website.](#)
- Submit your application in the LUF grant portal at lufsubsidie.nl. You may do so in Dutch or English. Your application must include:
 - A. The *motivation* behind the application, including a brief description of how the conference theme relates to your research.
 - B. A *summary of the programme (150 words)* which can be understood by a general audience.
 - C. A *clear budget*, including information about other (potential) sources of funding. Use the form in the grants portal and only include eligible costs in the budget (i.e. no publication costs or costs for alternative locations).
 - D. A *letter of recommendation* from the coordinator of the research group.



E. *Proof of financial support* (at least half of the total costs) from the faculty or department.

- You will receive a written notice of whether you have been awarded the grant within two weeks of the CWB meeting in which your grant application has been considered.

Leiden University Fund,
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