



Participation in conferences abroad

Grant conditions and CWB application procedure

PhD candidates at Leiden University may apply for a LUF grant to attend a conference abroad, as long as they **do not hold a salaried position at the University**. Attending the conference must be part of a recognised research project within the faculty and/or part of a PhD programme.

Applications are evaluated by the LUF Committee for Academic Expenditure (CWB). Successful applicants will receive a **maximum award of €750** to attend a conference **within Europe** and **€1,500** to attend a conference **outside Europe**. The sum paid will be based on the actual costs and will not exceed the grant awarded.

Conditions

- You are a PhD candidate at Leiden University and do not hold a salaried position at Leiden University.
- As a PhD candidate, you have not previously received a LUF grant for a conference or study trip abroad.
- You will make an active contribution to the conference, for example by giving a presentation or a paper.
- You can apply for a grant to cover the cost of your return travel from Leiden or The Hague, the cost of a visa, the cost of overnight accommodation during the conference and any registration fees. The grant does not cover the cost of meals or producing posters.
- Your faculty or department must contribute at least one-third of the total costs.
- The conference will take place after the CWB meeting in which the grant application will be considered.
- Your application will not be considered if it contravenes government restrictions or restrictions that apply at Leiden University or in the country of destination.
- To settle the costs incurred, you must submit an expense claim and descriptive report to LUF within two months of the conference.

Application procedure

- The CWB meets several times a year to discuss grant applications for participation in conferences abroad. [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 costs for meals or producing posters).
 - D. *Proof of acceptance* of your paper or poster presentation or other active contribution to the conference. If you have not received proof of acceptance at the time of application, please submit this with the final report.
 - E. *A letter of recommendation from your PhD supervisor*. This letter of recommendation also needs to confirm that you are a PhD candidate and that you do not hold a salaried position.
 - F. *Proof of financial support* (at least one-third of the total costs) from the faculty or department.
- You will receive 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.