Study trip abroad

Grant conditions and CWB application procedure

PhD candidates at Leiden University may apply for a LUF grant for a study trip abroad. The study trip must be part of a recognised research project within the faculty and be part of a PhD programme.

Applications are evaluated by the LUF Committee for Academic Expenditure (CWB). Successful applicants will receive a maximum award of € 2,000. 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.
- As a PhD candidate, you have not previously received a LUF grant for a conference or study trip abroad.
- You can apply for a grant to cover the cost of your travel from Leiden or The Hague to the principal location of the study trip and the cost of your accommodation (including the cost of any visas and vaccinations).
- You will pay a personal contribution (for living expenses) of €10 per day. This must be included on the budget form as income.
- Your faculty, institute or department will contribute at least one-third of the eligible costs for the study trip.
- The study trip will take place after the CWB meeting in which the grant application is 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 a descriptive report within two months of the study trip.

Application procedure

- The CWB meets several times a year to discuss grant applications for study trips. 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 study trip relates to your research.
  B. A summary of the study trip (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. A personal contribution of €300 per month for living expenses must be included as income. You will find an example of a budget at the bottom of this document.
  D. A letter of recommendation from your PhD supervisor.
E. **Proof of financial support** (at least one-third of the eligible 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 application is discussed.