



VRIJE
UNIVERSITEIT
AMSTERDAM

VU Graduate
School of
Social Sciences

The VU GSSS Graduate Fund

This version is from June 9, 2022

General information

The aim of the Graduate Fund is twofold:

- the Graduate Fund supports a PhD candidate to carry out their research and;
- the Graduate Fund stimulates a PhD candidate to orientate themselves internationally in order to promote a broad scientific development.

Research related costs eligible for (partial) coverage from the Graduate Fund

- Data collection, field work
- Translation and language editing
- Attending a scientific conference or workshop (including accommodation, meals, travelling)
- Summer school or other doctoral training, not organized by the GSSS
- Other research related visits (to Vrije Universiteit, Amsterdam, within the Netherlands or abroad) or a research stay at a foreign university, including travelling and housing
- Other research-related travel costs

Research related costs not eligible for coverage from the Graduate Fund

- Literature (book or access to a journal article)
- Publication fee (e.g. in cases of open access; many journals offer that the fee of open access publishing an article from Vrije Universiteit staff is charged to Vrije Universiteit)
- Computer and other technical equipment
- Lay-out and printing thesis¹
- Costs of graduation
- Travel costs and accommodation opposition
- Dissemination of research results

Conditions

- A PhD candidate can only apply when they have passed the Go / No Go assessment (in case the assessment is in procedure, please also submit your application. We can always conditionally approve your application);
- PhD candidates are allowed to submit more than one application during the course of their project;
- Funding will be granted on the basis of co-financing: the Graduate Fund covers a maximum of 75% of the needed finances. Applicants will have to find other sources to cover the remaining costs (such as the main grant, subsidy or bench fee of your research project; the department; a specific grant or subsidy from an external party; your employer; your own means);

¹ Lay-out and printing of the thesis can be (partly) covered by the PhD dissertation remuneration. For more details contact the Program Manager of the VU-GSSS.

- Applications concerning activities which have taken place in the past are not taken into consideration;
- The total limit for a candidate is € 6000, and the yearly limit is € 2000 (there is an exception for candidates who have obtained personal drawing rights through their PhD buddy or council tasks);
- A grant is less likely if the activity is intended to be carried out after three-quarters of the intended project duration (as defined in Hora Finita) or even after the project duration has been exceeded; an additional motivation for carrying out the activity is needed justifying why this will not prevent the rapid completion of the thesis;
- Money awarded cannot be used for any other purpose than initially applied for;
- Applications regarding activities for which a reasonable alternative is offered in the Netherlands will not be accepted;
- VU regulations on sustainability (e.g., preference is given to travel by train over by air) should be followed²;
- VU regulations on reimbursement have to be followed^{3 4 5};
- When participating in a conference, workshop: You have to submit a paper, poster or similar kind of contribution.

Submitting your application

- Submissions can be made at any time.
- Applicants submit their application to the Director of the Graduate School (attention: Saskia Jans, Program Manager of the Graduate School, graduate.school.fsw@vu.nl).
- The application should consist of:
 - o A completed VU-GSSS Graduate Fund application form (in English) including a budget that clearly states travel costs, accommodation costs and other costs;
 - o Copy of the letter of acceptance of the paper/poster, or a letter of acceptance by the university or research institute (if you do not have a confirmation yet please send it to us as soon as possible).

Handling the application

- The GSSS management decides on submitted applications every first week of the month;
- The Assessment Board may contact the applicant, the promoter and the (other) supervisors for necessary clarification or further explanation;
- The Program Manager informs the PhD candidate of the outcome;
- The financial contribution will be reimbursed in arrears on presentation of a detailed account and by submitting a completed declaration form to the Finance & Control Department. All necessary information on claiming your expenses will be send to you by email;
- An advance payment may also be requested, please contact the program manager for more details.

² <https://vu.nl/en/employee/declarations-and-commute-allowance/sustainable-business-travel>

³ <https://vu.nl/en/employee/declarations-and-commute-allowance>

⁴ <https://vu.nl/en/employee/declarations-and-commute-allowance/domestic-business-travel>

⁵ <https://vu.nl/en/employee/declarations-and-commute-allowance/international-business-travel>