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**The VU GSSS Graduate Fund**

This version is from July 10, 2024

*General information*

The aim of the Graduate Fund is twofold:

* the Graduate Fund supports a PhD candidate to carry out their research;
* 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
* Attendance at scientific conference, 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, to 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 thesis
* 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)
* A PhD candidate can only apply when registered in Hora Finita
* The applications should be made *before* the activity takes place. Applications concerning activities which have taken place in the past are not taken into consideration
* PhD candidates are allowed to submit more than one application during 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)
* The total limit for a candidate is €6000, and the yearly limit is €2000 (there is an exception for a candidate who has obtained personal drawing rights[[1]](#footnote-1))
* 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 followed[[2]](#footnote-2)
* VU regulations on reimbursement have to be followed[[3]](#footnote-3) [[4]](#footnote-4) [[5]](#footnote-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, but they should be sent before the activity takes place.
* Applicants submit their application to the Director of the Graduate School, through the address of the Graduate School, [graduate.school.fsw@vu.nl](mailto:graduate.school.fsw@vu.nl%60).
* The application should consist of:
  + A completed VU-GSSS Graduate Fund application form (in English) including a budget that clearly states travel costs, accommodation costs and other costs\*
  + 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 gathers all the applications received in a month and decides on submitted applications at the beginning of the following month.
* The GSSS may contact the applicant, the first supervisor and the other supervisor(s) 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 (please make sure to mention ‘Graduate Fund’ on the declaration form)
* An advance payment may be requested by filling in the “advance form’, signed by the head of the department.

1. PhD buddies and VU PhD council members are eligible for an additional €400 per year. Make sure to complete the “Personal drawing right” section in the application form to obtain this funding. [↑](#footnote-ref-1)
2. <https://vu.nl/en/employee/declarations-and-commute-allowance/sustainable-business-travel> [↑](#footnote-ref-2)
3. <https://vu.nl/en/employee/declarations-and-commute-allowance> [↑](#footnote-ref-3)
4. <https://vu.nl/en/employee/declarations-and-commute-allowance/domestic-business-travel> [↑](#footnote-ref-4)
5. <https://vu.nl/en/employee/declarations-and-commute-allowance/international-business-travel> [↑](#footnote-ref-5)