

## Faculty of Behavioural and Movement Sciences Travel Fund

With the Travel Fund, the Faculty of Behavioural and Movement Sciences seeks to foster international exchanges by encouraging PhD candidates to conduct research abroad. In exceptional cases, a course abroad can be funded if the PhD candidate provides evidence that the course cannot be taken in the Netherlands and is necessary for the progress of the PhD project.

### Eligibility

PhD candidates affiliated with the Faculty of Behavioural and Movement Sciences (promovendus or visiting PhD candidate during a secondment) are eligible for the Travel Fund. Work visits must last for at least four weeks and must involve a destination outside of the Netherlands. Eligible expenses include travel (public transportation, second class train tickets, and economy class airfare), accommodation, visas and insurance that are not covered by Vrije Universiteit Amsterdam's collective health insurance. Costs for a passport, subsistence, research related costs (compensation or travel costs for research participants, research assistants' working hours and/or travel costs) and conference visits are not covered by the Travel Fund. Travel funds are awarded no more than twice to a PhD candidate.

### Application

The applicants may submit applications, but these are only valid if the department head is included in the CC. Travel Funds are not funded *post-hoc*, meaning that they will not be funded if the proposed research visit is already taking place or has already taken place before the funding decision was made.

### Deadlines for submission

There are submission rounds at six-month intervals in order to distribute resources evenly across the academic year. The deadlines are 1 May and 1 November each year.

### Submission

Applications must be submitted as one (1) PDF by mail to [pec.fgb@vu.nl](mailto:pec.fgb@vu.nl), and will be assessed by the PhD Education Committee (PEC). Only complete applications (see 'Application form') will be considered. In addition, PhD candidates are asked to send

- an invitation letter;
- a reference letter;
- a curriculum vitae (two pages max.).

### Assessment

The PEC will assess the submissions within six weeks. The PEC may invite one or two external jurors (non-PEC-members) to co-judge the proposals. The PEC will ultimately decide where the Travel Funds will be allocated. The PEC determines the method of assessment and ranking. Assessment criteria include:

- the quality of the work plan for the research to be carried out abroad;
- the extent to which the visit abroad fits in and contributes to research conducted as part of the doctoral thesis/research activities;
- the quality of the PhD candidate (based on grades received during degree programmes, quality of publications, CV and performance/work in the PhD programme);
- the quality of the host institution and/or collaboration with that institution;
- the reasonableness of the expenses claimed.

The PEC will rank applicants each round based on the quality of the candidates and the quality and relevance of the applications. In the case of clear differences, the PEC will decide to award the available funds to the best applications. If the differences are less clear, the PEC may decide to divide the resources between two or more applications. A percentage of the funds will then be allocated. The PEC will announce the decision on behalf of the board.

Applicants will be informed of the decisions with feedback regarding how their proposal ranked among all submitted proposals. Applications that have been denied due to insufficient funds can be resubmitted the following round. Applications that have been denied due to lack of quality may only be resubmitted after adjustments have been made. The above is only possible if the goal of the trip has not yet been achieved by the time PEC announces its decision.

### Budget and budget allocation

A maximum of €5.000,- can be applied for and reimbursed per PhD candidate. After the funds have been awarded, an advance of no more than 75% of the allocated amount may be provided.

Half of the annual budget of €30.000 is available per submission round. If less than half of the budget is allocated, the remaining budget will be added to next period's budget. The secretary of the PEC keeps track of the allocated amounts. Allocation decisions are made independent on department membership.

All financial requests for Travel Funds should include the VU cost reference number H/251800.008. Requests will not be processed if this number is not included on your form.

The PhD candidates who are awarded a grant are, upon their return, required to write a short summary/impression of the research visit for publication on the faculty website and in the faculty newsletter. This should be sent to [pec.fgb@vu.nl](mailto:pec.fgb@vu.nl) no later than 3 months after their return.

## Application form

### 1. Details about the applicant

- a.** Surname and initials:
- b.** Given name:
- c.** Gender:
- d.** Date of birth:
- e.** Email:
- f.** Address in the Netherlands:
- g.** Department and sub department:
- h.** Start date PhD project:
- i.** Intended end date PhD project:
- j.** Please specify whether (and when) the applicant received a Travel Fund before:

### 2. Details about the visit

- a.** Explain where<sup>1</sup> the PhD candidate will go and for how long (100 words max.).
  
- b.** Describe the work plan for the whole period (150 words max.). Add a weekly schedule.
  
- c.** Describe how the visit fits into the PhD project (350 words max.).
  
- d.** Describe how the PhD candidate's research fits into the visiting departments research (100 words max.).
  
- e.** Motivate what kind of expertise and/or which skills the PhD candidate will acquire abroad that cannot be acquired in the Netherlands (150 words max.).

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<sup>1</sup> The PEC should be informed if there are major changes to the travel plans that may impact the budget after the plan has been approved. This may be e.g. changes to the work plan, another lab / university (hospital), period of stay etc. If the research visit becomes more expensive than originally budgeted, a revised plan / budget should be submitted to the PEC for approval before departure.

f. Describe other benefits of the visit abroad (150 words max.).

g. Motivate why the PhD candidate should be given the travel fund, and how the candidate will complete the work associated with the stay abroad (200 words max.).

h. Make a detailed outline of the costs associated with the stay abroad, including a sum total (in €) of the amount applied for.

Type of costs	Amount in €
Sum total	
How much do you apply for?	

Add information regarding additional funding (if applicable)<sup>2</sup>.

### 3. Submission agreement

#### a. Supervisor

Name:

Email:

Signature:

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#### b. Head of department

Name:

Email:

Signature:

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<sup>2</sup> If the budget for the research visit exceeds the maximum of the available FGB grant, please detail if the additional funding is available or pending, how much additional funding is needed, and how it is / will be financed.



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UNIVERSITEIT  
AMSTERDAM

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BEHAVIOURAL AND  
MOVEMENT SCIENCES

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The PhD candidate may submit the application, while ensuring that the **head of the department is included in the cc** (see also the paragraph *Application*). The application should include the invitation letter, the reference letter and a curriculum vitae (two pages max.) and should be sent **as one pdf file** to [pec.fgb@vu.nl](mailto:pec.fgb@vu.nl) before the deadline.