



## 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 thesis<sup>1</sup>
- 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);

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<sup>1</sup> 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 followed<sup>2</sup>;
- VU regulations on reimbursement have to be followed<sup>3 4 5</sup>;
- 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](mailto: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.

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

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

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

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