# STUDENT CONFERENCE GRANT

The Student Conference Grant, sponsored by the Friends of the University Fund Wageningen (UFW), stimulates Master students at Wageningen University to give a presentation about their Master thesis or internship at a national or international conference.

## FUNDING CRITERIA (EFFECTIVE OCTOBER 1, 2024)

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| **The Student Conference Grant is exclusively intended for:**<br>• Master students of Wageningen University |
| **Applicants must:**<br>• be enrolled as a MSc-student at WU or have graduated no more than 6 months ago at the moment of your application.<br>• your conference should take place within one year after your graduation<br>• have been invited to a conference to give a (poster) presentation<br>• have a written recommendation from their academic supervisor<br>• send their application at least **one month before** the conference |
| **Activities that do not qualify:**<br>• Presentations that are not linked to your study program in Wageningen<br>• Joining a conference as a visitor<br>• Costs for fieldwork, data collection, materials, etc. in the context of an internship or thesis<br>• The costs of an extended stay as a tourist<br>• Online presentations |
| **One grant per student**<br>An individual student can qualify once for funding every two years, provided there is budget available. It is not possible to apply for multiple conferences related to the same thesis, internship or ACT project. |
| **Available budget**<br>• A contribution from the Student Conference Grant is a maximum of 50% of the travel and accommodation costs incurred. If applicable, the conference fee will be 100% reimbursed. All other expenses are not subsidized.<br>• The maximum amount granted is € 750 per student.<br>• We allocate grants on a first-come, first-served basis.<br>• University Fund Wageningen has a maximum budget available per year for this travel grant from donor contributions.<br>• Without prior notice University Fund Wageningen may decide to close the application opportunity during the year if the maximum available budget has been awarded. |
| **Co-financing**<br>• The Student Conference Grant provides funding based on the principle of co-financing.<br>• If you also receive a grant from other organizations or funds, you are obliged to share this information with us. The grant can be adjusted based on support you already receive for the same activity. The same expenses cannot not be claimed twice. |
| **Provisional grant amount**<br>• Based on your budgeted costs, a provisional grant is awarded with a maximum of € 750.<br>• Grants below € 300 will be transferred after the conference and after receipt of an evaluation report and final statement of expenses.<br>• If the provisional grant exceeds € 300 and if you wish to receive 50% of the provisional grant in advance of you need to request this by sending an e-mail to ufw@wur.nl. You need to include your bank account details. After the conference we will transfer the remainder which will be based on the actual costs.<br>• The final grant amount is calculated based on the actual costs incurred in your final statement of expenses. It is therefore possible that the final grant is higher or lower than in the provisional grant but it will never exceed the maximum of € 750. |

> **Reimbursement**
> The evaluation report, pictures and final statement of expenses must be submitted **within six weeks** to UFW after the activity took place. If not, the grant will be null and void and no reimbursement will follow.

## APPLICATION

> A request for funding must be submitted through the digital form on the website of the UFW. Applications that are submitted after the activity and incomplete applications will not be considered.
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> A request for funding must contain the following information (upload):
> - Budget overview (see template available on website)
> - Invitation letter conference on your presentation
> - Your own motivation letter
> - Supporting letter from your supervisor

## DURING THE CONFERENCE

> We appreciate mentioning the support by the University Fund Wageningen in your communications, whenever possible, for example in the final slide of the ppt, including our logo.
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> - Take pictures of the activity that can be used for our communication (e.g. website and Facebook).
> - Make sure that there is at least one photo in which the activity itself (for example your poster or you as a presenter) is clearly visible.
> - Other photos and short videos are also very welcome.

## AFTER THE CONFERENCE

> Within six weeks after the conference UFW wants to receive:
> - A completed **evaluation form** with a short, powerful sentence in which the importance of the grant becomes clear. With this quote, readers can see at a glance what the grant has meant to you (for academic and/or personal development).
> - A final **budget overview** (same budget overview as used with your application, fill in your final expenses/scans of invoices). This must include the following information:
>   - An overview of the expenses actually incurred with a breakdown of costs and income.
>   - Proof of payment (scans of invoices/receipts of lodging expenses, flight tickets, etc.)
>   - Bank account number (IBAN), and the name and address of the account holder
> - A few **pictures** as described above. A short video is also very welcome.
> - The photos, report and quote are used by the UFW to inform its donors and sponsors and for PR purposes (including the UFW website: Student Conference Grant – WUR).
>   This grant is possible thanks to donations from graduates and (former) employees. We would like to show them what they have contributed to.
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> The final grant is paid after receipt of the evaluation report, the justification of the costs and copies of the receipts **within six weeks** after the conference. After confirmation by UFW of the final expenses, it can take up to three weeks for you to receive the amount.

> **Disclaimer**
> The UFW board reserves the right to deviate from these criteria based on financial or substantive considerations.
> It also reserves the right to adapt the criteria for likewise reasons. Changes will be communicated through the website page of the Fund. The criteria as published on the website at the moment of your application will be applicable.

creating a difference together