

## LEB TRAVEL FUND

The LEB Travel Fund, a named fund administered by University Fund Wageningen, stimulates developments in research at Wageningen University and Research. The LEB Travel Fund provides financial support for visits to scientific meetings and study trips.

### FUNDING GUIDELINES (EFFECTIVE JANUARY 1, 2024)

(Approved November 22, 2023)

#### GENERAL PROVISIONS:

<p><b>The LEB Travel Fund focuses on:</b></p> <ul style="list-style-type: none"> <li>• PhD students of Wageningen University</li> <li>• Junior scientists affiliated to WUR without permanent employment contract</li> <li>• WUR researchers from developing countries with limited financial support</li> </ul>
<p><b>Two grants per person</b>  An individual person can qualify twice for funding, provided that the grants fall into different categories (see page 2).</p>
<p><b>A maximum of five grants per chair group per year</b>  Each chair group can apply for a maximum of five grants per calendar year, regardless the grant category (A, B or C, see page 2). The number of PhD students of the same chair group in a PhD-trip (C) counts in determining this total of five grants. For example, if four PhD students of the same chair group participate in the PhD-trip, this counts as four grants. If for instance 10 PhD students of the same chair group participate, the maximum of five grants has been reached.</p> <p><b>A maximum of one grant per chair group for a PhD-trip every two years</b>  A chair group can apply every 2 years for one grant request for a PhD-trip.</p>
<p><b>Apply in time, at least one month before the activity</b>  Your application must be submitted at least one month before the activity for which the grant is requested.</p>
<p><b>Funding is not provided for:</b>  Personal expenses, costs of capital goods, normal publication costs and regular travel costs.</p>
<p><b>Maximum funding amount</b>  There is a maximum funding amount for each activity. See page 2.</p>
<p><b>Co-financing</b>  The LEB Travel Fund provides funding based on the principle of co-financing.</p>
<p><b>Provisional grant amount</b>  Based on your budgeted costs, a provisional grant amount is awarded.  The definitive grant amount is calculated based on the actual costs incurred in your final statement of expenses and can never exceed the amount provisionally awarded.</p>
<p><b>Payment afterwards</b>  The payment of the grant will take place after the activity has been completed.</p>
<p><b>Reimbursement</b>  The final statement of expenses must be submitted within one year after the activity took place. If not, the grant will be null and void.</p>

**Disclaimer**

The LEB Travel Fund board reserves the right to deviate from the guidelines based on financial or substantive considerations.

**ACTIVITIES ELIGIBLE FOR FUNDING**

<b>Category</b>	<b>Remarks</b>	<b>Funding</b>
A. Participation in scientific meetings abroad (conferences, symposia, workshops) during which the applicant delivers an oral or poster presentation	Provide proof of the invitation or the inclusion of the presentation in the program of the meeting.	50% of the total costs up to a maximum of € 750, -
B. Participation in study trips by groups of PhD students	<ul style="list-style-type: none"> <li>• requests must be submitted through a chair group;</li> <li>• requests can be submitted no more than one year before the study trip;</li> <li>• applications must include a list of participants (including per participant the name of the chair group) for the trip. These participants are not eligible for another grant from the fund within the same year;</li> <li>• the application does not qualify as one of the two personal grants in different categories that can be granted by the fund.</li> </ul>	50% of the total costs up to a maximum of € 2.500, -
C. Participation in specialized training abroad	<ul style="list-style-type: none"> <li>• the training is not included in the Training and Supervision Plan (TSP);</li> <li>• the TSP must be submitted as proof.</li> </ul>	50% of the total costs up to a maximum of € 750, -

## APPLICATION

A request for funding must be submitted through the [digital form](#) on the website of the University Fund Wageningen (UFW), which processes the applications on behalf of the LEB Travel Fund.

A request for funding must contain the following information:

- Age and terms of employment of the applicant
- Reason for funding request and a description of the activity, including the date or dates the activity will take place
- Statement of approval and detailed explanation of the activity by the scientific supervisor
- Specified estimate of expenses, including the desired amount of funding
- A statement by the applicant that no grant has been received before in the relevant category and a statement that the maximum of two grants per person has not been exceeded by this application
- A statement by the applicant that the maximum of five grants per chair group has not been exceeded by this application
- For category A: proof of the presentation that is to be delivered
- For category B: List of participants of the PhD trip. If a joint trip is organized by several chair groups, you should indicate to which chair group each participant belongs.
- For category C: the Training and Supervision Plan (TSP)

## REQUEST FOR PAYMENT / STATEMENT OF EXPENSES

A final statement of expenses must be submitted to UFW within one year after the activity took place.

The request of payment must include the following information:

- An overview of the expenses actually incurred
- Proof of payment (invoices for lodging expenses, air tickets, travel agent, visa, etc.)
- Bank account number (IBAN), and the name and address of the account holder
- Evaluation form