



## **Guidelines for allocating funds for international travel grants:**

### ***PhD candidates, Postdoctoral fellows, and Residents***

#### **The purpose of the scheme**

To stimulate increased international cooperation, NMBU allocates funds for stays abroad for PhD candidates and Postdoctoral fellows [appointed either in a KD<sup>1</sup>-funded recruitment position or in a Faculty-funded position](#), and for Residents (specialist candidates). The stay must take place at an internationally recognized university or research institution.

#### **Guidelines**

- Awarding of grant presupposes approval of the international leave by the faculty (dean) and the supervisor.
- Stays at maximum two different institutions of high international reputation can be granted. These should be quality assured by the faculty. Applicants shall document the collaboration with the institution they want to visit.
- Travel grant can be granted for at least 2 and a maximum of 6 months.
- If there are other alternative sources of funding, application shall be made to that source. If an application for funding for travel and living expenses from sources other than NMBU is accepted, the grant from NMBU will be reduced.
- Allocation of funds for stays abroad will be calculated according to the rates published by the Research Council of Norway. The funds can be used for travel and living expenses (one return trip per visiting institution and a maximum of two institutions).
- Funding will not be allocated for course fees, conferences, "bench fees" or operating expenses.
- If there are more applications than the budget covers, grants will be reduced and the principle that "as many as possible applications should be granted" will be used.
- At the time of submission of the grant application, the applicant must not have lived or worked for more than 12 months over the past three years in the country where the international host institution is located. Exceptions may be made to this rule after approval by the dean. This must have a clear professional justification. CV must be attached as documentation.
- Applicants who received a travel grant must submit a final report to the Research Support Office and a disbursement form to the Finance Department when the stay abroad is over (within one month of returning home).
- [Applicants who are promised funds can, if the stay abroad cannot be carried out at the planned time, and given the Faculty approves the postponement, keep the promise of funds for up to one year from the departure time stated in the application.](#)

*The guidelines have been approved by the NMBU Research Committee 11.06.2020 (FU case 30/20) and [adjusted on 20 October 2022 \(FU case 41/22\)](#).*

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<sup>1</sup> KD: The Norwegian Ministry of Education and Research