

Application for NMBU international travel grant - call 2025

The purpose of this form is to collect the necessary information needed to process your application. This form is required to enter an agreement with you.

Information entered will not be searchable or stored in a database, but all submitted forms will be archived in a protected folder in P360 (case number: 24/04481).

No changes can be made after the form has been submitted. If you want to change anything, or to withdraw the application, please inform kari.moxnes@nmbu.no.

Before filling in the form: [please read here about the NMBU international travel grant scheme.](#)

Practical hints:

If needed, you may **save your answers and continue** the application process **later**.

Prepare the obligatory **attachments as PDF** documents before you enter the form to finalise and send it.

Permanent employed academic staff must attach to the application:

1. Confirmation from the faculty (dean) that the sabbatical leave is granted (e-mail confirmation is ok).
2. Formal invitation from the host institution(s) with description of existing / planned collaboration.

PhD candidates, Postdoctoral fellows and Residents, must attach to the application:

1. CV
2. Formal invitation from the host institution(s) with description of existing / planned collaboration.
3. Confirmation from the faculty (dean or department head) and main supervisor that the research stay abroad is approved (e-mail confirmation is ok).

In case you **lack a formal invitation** letter at the point of application, attach a **preliminary confirmation** from the host institution.

It might be better to work on the application for a while and **submit it close up to the application deadline**, than submitting the application early and having to correspond by e-mail to give us additional information.

Do not upload any attachments until you have filled in all fields prior to the attachment part of the form.

Please direct any questions you might have to kari.moxnes@nmbu.no.

The applicant

First and last name

What is your e-mail address?

Faculty

BIOVIT

HH

KBM

LANDSAM

MINA

REALTEK

VET

Position

Professor
Associate professor
Postdoc
PhD candidate
Resident
Researcher

Have you previously received an international travel grant for academic staff on sabbatical leave at NMBU?

Dette elementet vises kun dersom alternativet «Professor eller Associate professor eller Researcher» er valgt i spørsmålet «Position»

Yes
No

Have you previously received an international travel grant at NMBU?

Dette elementet vises kun dersom alternativet «Postdoc eller PhD candidate eller Resident» er valgt i spørsmålet «Position»

Yes
No

When did you formerly receive a travel grant from NMBU?

Dette elementet vises kun dersom alternativet «Yes» er valgt i spørsmålet «Have you previously received an international travel grant for academic staff on sabbatical leave at NMBU?»

When did you formerly receive a travel grant from NMBU?

Dette elementet vises kun dersom alternativet «Yes» er valgt i spørsmålet «Have you previously received an international travel grant at NMBU?»

Time period of planned sabbatical leave (dd.mm.yyyy - dd.mm.yyyy)

Dette elementet vises kun dersom alternativet «Professor eller Associate professor» er valgt i spørsmålet «Position»

The stay abroad

Host institution(s), country

Enter name of the host institution(s) (maximum 2) and contry/countries.

Name of the contact person(s) at the host institution(s)

Duration of stay abroad and time period (dd.mm.yyyy - dd.mm.yyyy)

Enter planned dates, or approximate time period (month.year - month.year) if the details are not in place.

Are you planning to stay at more than one institution, divide into two separate lines:

"Name of host 1": dd.mm.yyyy - dd.mm.yyyy / mm.yyy - mm.yyy

"Name of host 2": dd.mm.yyyy - dd.mm.yyyy / mm.yyy - mm.yyy

Any family members who will accompany you (state name and age)

If this does not apply to you, write "None"

Time period for any family members who will accompany you (dd.mm.yyyy)

If this does not apply to you, write "None"

What is the purpose of the stay abroad?

Describe objectives and academic plan:

1. Description of planned work
2. Interrelationship with the Faculty's / NMBU's strategy
3. Planned academic activities (publications, applications, development of teaching, networks, etc.)

The application counts for the following number of months:

Dette elementet vises kun dersom alternativet «Professor eller Associate professor eller Researcher» er valgt i spørsmålet «Position»

Staff in a permanent position can be allocated international travel grant for a minimum of 3 months and a maximum of 10 months.

The application counts for the following number of months:

Dette elementet vises kun dersom alternativet «Postdoc eller PhD candidate eller Resident» er valgt i spørsmålet «Position»

PhDs, PostDocs and Residents can be allocated international travel grant for a minimum of 2 months and a maximum of 6 months.

The application sum

The application sum is a combination of two elements: living expenses and travel expenses.

Application sum (NOK) living expenses:

NMBU uses The Research Council of Norway's rates for research status abroad: NOK 23 000 per month when traveling alone and NOK 39 000 per month when traveling with partner/ family.

Use the relevant rate and number of months to calculate and fill in the application sum for living expenses:

Application sum (NOK) travel expenses:

Calculate and fill in approximate travel expenses (cheapest mode of travel) such as flight/bus/train tickets (one round trip per host institution).

Additional information on the travel expenses:

If you plan to visit more than one institution, and/or you travel with family, please add information you think we need to understand the application sum.

E.g.:

NOK X (host institution 1) + NOK Y (host institution 2)

Travel expenses in total: NOK_____

Additional funding sources**Have you applied for international travel grant from other funding sources?**

Yes

No

If so – which ones?

Dette elementet vises kun dersom alternativet «Yes» er valgt i spørsmålet «Have you applied for international travel grant from other funding sources?»

Do you intend to apply for international travel grant from other funding sources?

Yes

No

If yes – which, and when is the application deadline?

Dette elementet vises kun dersom alternativet «Yes» er valgt i spørsmålet «Do you intend to apply for international travel grant from other funding sources?»

Additional information

Other matters?

Enter information about matters that – in your opinion – should be taken into account.

Attachments

Please be aware that you should finalise all fields prior to the attachment part before you upload any of the attachments. You may, if you save the form after having uploaded attachments - experience problems with delivering the form. Should problems occur, please copy the content of the form (= the application) into an e-mail and send it to kari.moxnes@nmbu.no. Remember to enclose the attachments to this e-mail.

Documentation for granting the research and education sabbatical

Dette elementet vises kun dersom alternativet «Professor eller Associate professor» er valgt i spørsmålet «Position»

Confirmation from the faculty that the research and education sabbatical was granted (in pdf)

CV

Dette elementet vises kun dersom alternativet «Postdoc eller PhD candidate eller Resident» er valgt i spørsmålet «Position»

CV with updated information (in pdf)

Invitation letter from the host institution(s)

Formal invitation letter from the host institution(s) confirming cooperation and planned stay (duration and time period) (in pdf).

A preliminary invitation might be attached in case you lack a formal invitation letter at the point of submitting this form.

Documentation for granting the international leave

Dette elementet vises kun dersom alternativet «Postdoc eller PhD candidate eller Resident» er valgt i spørsmålet «Position»

Confirmation from the faculty and the main supervisor that the international leave is granted (in pdf)

Copies of applications for international travel grant from other funding sources (in pdf)