

## The VU GSSS Graduate Fund

### General information

The aim of the Graduate Fund is twofold:

- 1) the Graduate Fund supports PhD candidates to carry out their research and;
- 2) the Graduate Fund stimulates PhD candidates to orientate themselves internationally in order to promote a broad scientific development.

The VU Graduate School of Social Sciences organises application rounds with deadlines on 15 October 2017 and 1 April 2018. Each application round has a competitive character. Examples of activities funded in the past are fieldwork costs, summer schools, conference visits and research stays at a foreign university.

### Conditions

- PhD candidates can apply when they are employed by Vrije Universiteit Amsterdam as an employee PhD candidate ('werknemer promovendus' in Dutch) *or* when they are an external PhD candidate and a paying member of the VU-GSSS;
- PhD candidates can only apply when they have a positively evaluated 8 month product (in case your 8 month product is about to be submitted or under review, 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 department budget, external or private sources);
- Applications concerning activities which have taken place in the past are not taken into consideration;
- PhD candidates can be granted a maximum of €2000,- per calendar year;
- Money awarded can't be used for any other purpose than initially applied for.

When participating in a conference or workshop:

- Applications regarding activities for which a reasonable alternative is offered in The Netherlands will not be accepted;
- You have to submit a paper, poster or similar kind of contribution.

## Submitting your application

- Applicants can submit a soft copy of their application to the Director of the Graduate School (attention: Saskia Jans, Programme Manager of the Graduate School, [graduate.school.fsw@vu.nl](mailto:graduate.school.fsw@vu.nl)).
- The application should consist of:
  - A completed VU-GSSS Graduate Fund application form (in English) including a budget that clearly states travel costs, accommodation costs and other costs\*;
  - Copy of the letter of acceptance of the paper/poster, or a letter of acceptance by the university or research institute (if you don't have a confirmation yet please send it to us as soon as possible);

## Handling the application

- The Programme Manager of the Graduate School will submit the proposal for advise to the Assessment Board;
- The Assessment Board may contact the applicant, the promoter and the (other) supervisors for necessary clarification or further explanation;
- The Assessment Board advises the Director of the Graduate School;
- The Director of the Graduate School decides whether to accept the application. The Programme 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 (please make sure to mention 'Graduate Fund' on the declaration form);
- An advance payment may be requested by filling in the "advance form", signed by the head of the department;
- In order to finalize your reimbursement please send a contribution for our blogging site [Socializing Science](#). All details about writing a blog can be found in our manual.

\* Note that the regulations with regard to business trips abroad have changed. Costs for food, local telephone costs, etc. can be reimbursed, but up to a maximum of 50% of what is mentioned under 'Bedrag overige kosten in Euro', in the 'Tarieflijst logies- en overige kosten bij dienstreizen buitenland per 1 april 2017'. Costs for accommodation can only be reimbursed up to a maximum of 75% of the amount mentioned under 'Maximumbedrag logieskosten in Euro' for the country in which your activity takes place.