

Graduate School of Humanities

GSH FUNDING GUIDELINES

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About the Graduate School of Humanities

Our Mission

The Graduate School aims to enhance intellectual and personal flourishing, by enabling graduate students and -candidates to undertake scholarly study, develop transferable skills and collaborate with peers. The Graduate School strives to foster the development and success of a diverse graduate community, including attention to equity, access and inclusion.

Meeting renowned scholars, discussing your work with peers, and building an (international) network are just as important for academic and professional success as reading, writing and contemplation, is our adagio. We believe that wellbeing is key to academic and professional development.

In order to reach these goals, the Graduate School of Humanities provides two types of funding:

1. **GSH PhD Fund** for PhD students (max. €1.500,-)
2. **GSH ReMa Fund** for Research Master's students (max. €400,-)

Research Master's students and PhD students can apply for funding to attend conferences and to travel to libraries and research institutes abroad (GSH ReMa Fund and GSH PhD Fund).

Requests will be assessed and funding allocated on a "first come, first served" basis. Funding is subsequent to available funds per calendar year. Once funds are depleted no further applications will be granted.

GSH PhD Fund

The objective of the GSH PhD Fund is to encourage PhD candidates to gain research experience abroad or to otherwise expand their research activities. The GSH wishes to provide some financial support in order to enable students to realise their plans or projects. PhD's can apply for a grant from this fund in order to:

- attend and/ or present a paper at a conference, symposium, workshop etc.;
- undertake a research trip in the context of the research the PhD is doing;
- other research activities that are considered to be vital to the outcome of the research done by the PhD.

For whom?

The GSH PhD Fund is meant for PhD candidates (internal as well as external) after their Stop-Go interview.

PhD candidates with a bench fee or travel budget are not eligible for funding. Only students who have no bench fee or travel expenses in their project budget left, or do not have any bench fee or allocated travel budget at all are eligible for funding.

Funding amount

PhD students who meet the criteria above can apply for funding up to a max €1.500,-. The amount funded depends on the activity for which funding is requested. Funding is subsequent to available funds. Once funds are depleted no further applications will be granted.

What is funded?

The GSH funds the following costs:

- Travel costs;
- Accommodation costs;
- Fees for conference/symposium/workshop etc.;
- Entry tickets for museums and libraries
- Other research activities vital to the project of the student.

When to apply?

You can apply at any moment before the event. Applications will normally be processed within 3 weeks after all relevant documents are received.

How to apply?

The applicant must submit the following documents:

- Funding form;
- Letter of motivation (max. 1 page A4);
- Detailed budget estimate of a max. €1.500,- ;
- An overview of your bench fee signed by FGW Project Control*;
- List of deliverables.

The application should be addressed/emailed to the secretary of the GSH: graduate.school.fgw@vu.nl. As soon as all documents have been received, the applicant will be sent a message of confirmation.

What are the assessment criteria?

All applicants will be assessed by the director of the Graduate School of Humanities according to the following criteria:

- The relevance of the research activity for which a grant is asked;
- The feasibility of the research activity;
- The necessity of the costs stated in the budget overview.

How to report?

The applicant is required to send a final report and overview of the costs made within six weeks after the funding has ended. For the guidelines for the final report and financial overview please see the section Application Procedure in this guide.

GSH ReMa Fund

The objective of the GSH ReMa Fund is to encourage research master students to gain research experience abroad or to otherwise expand their research activities. The GSH wishes to provide financial support in order to enable students to realise their plans or projects. Students can apply for a grant from this fund in order to:

- attend and/ or present a paper at a conference, symposium, workshop etc.
- undertake a research trip in the context of the research the Research Master's student is doing
- other research activities that are considered to be vital to the outcome of the research done by the student.

For whom?

The GSH ReMa Fund is meant for all Research Master's students at the Faculty of Humanities who need funding to undertake research activities vital for their training programme.

Funding amount

Research Master's students can apply for funding up to a max €400,- during the two year programme. The amount funded depends on the activity for which funding is requested. Funding is subsequent to available funds. Once funds are depleted no further applications will be granted.

What is funded?

The GSH funds the following costs:

- Travel costs;
- Accommodation costs;
- Fees for conference/symposium/workshop etc.;
- Entry tickets for museums and libraries
- Other research activities vital to the project of the student.

When to apply?

You can apply at any moment before the event. Applications will normally be processed within 3 weeks after all relevant documents are received.

How to apply?

The applicant must submit the following documents:

- Funding form;
- Letter of motivation (max. 1 page A4);
- Detailed budget estimate of a max. € 400,-;
- List of deliverables.

The application should be addressed/emailed to the secretary of the GSH:

graduate.school.fgw@vu.nl. As soon as all documents have been received, the applicant will be sent a message of confirmation.

What are the assessment criteria?

All applicants will be assessed by the director of the Graduate School of Humanities according to the following criteria:

- The relevance of the research activity for which a grant is asked;
- The feasibility of the research activity;
- The necessity of the costs stated in the budget overview.

How to report?

The applicant is required to send a final report and overview of the costs made within six weeks after the funding has ended. For the guidelines for the final report and financial overview please see also the section Application Procedure in this guide.

APPLICATION PROCEDURE

1. Start application

All applications have to be sent to the Graduate School of Humanities (graduate.school.fgw@vu.nl). Only complete applications will be taken in consideration. Please use the checklist below that applies to your situation. All documents have to be merged in one pdf.

- **GSH PhD Fund:**
 - Funding form
 - Letter of motivation (max. 1 page A4)
 - Detailed budget estimate of a max. €1.500,-
 - An overview of your bench fee signed by FGW Projectcontrol* or other evidence to show that you have used all of your allocated travel budget
 - List of deliverables
- **GSH ReMa Fund:**
 - Funding form
 - Letter of motivation (max. 1 page A4)
 - Detailed budget estimate of a max. €400,-
 - List of deliverables

As soon as all documents have been received, the applicant will be sent a message of confirmation.

** Overview bench fee: this is only mandatory for PhD's who are enrolled as staff member at the Faculty of Humanities. The bench fee is a fixed amount within the project in which the PhD does his/her research. Not all projects provide a bench fee for their PhD's. If this is the case for your application, please mention this in your motivation letter.*

2. Assessment procedure

The submitted applications will be reviewed by the director of the Graduate School of Humanities. A decision will be made whether or not the application will be granted, or partially granted. Applications will normally be processed within 3 weeks after all relevant documents are received.

When the application has been approved, the applicant receives a grant letter with a grant number and instructions for obtaining the funding. The grant number has to be used in all further communications.

If an application is unsuccessful, we will notify the applicant in writing to explain the reasons why the application has not been approved. Unsuccessful applicants will be welcome to reapply provided that they are able to address the reasons for which their original application was rejected, and unallocated funding is still available.

3. Final report and financial overview

At the end of the funding period or funded activity, the applicant has to send a final report and an overview of the actual costs within six weeks after the funding period of activity has ended. The aforementioned documents have to be send to: graduate.school.fgw@vu.nl. Below you will find the guidelines for the final report and calculations.

Guidelines:

- Report: the applicant has to write a short report (ca. one A-4 page) in English about how the funding has been used. This includes any deliverables (e.g.: lecture, poster presentation, research data).
- Overview of actual costs: together with the grant letter, the applicant receives a financial form for the final calculations. All costs and revenues (i.e. other grants/ income) have to be mentioned in this financial form.

Contact information Bureau Graduate School of Humanities

Contact person: the Secretary of GSH

T +31 (0)20 598 6511

E graduate.school.fgw@vu.nl

Web <https://www.fgw.vu.nl/nl/opleidingen/graduate-school-of-humanities/index.aspx>

APPENDIX I. Example Application Form Funding GSH

Personal data	
<i>VU employee (in case of Internal PhD's or Staff member FGW)</i>	
Surname and initials:	
First name:	
Title:	
Faculty/department:	
E-Mail:	
<i>Non VU employee (including External PhD's)</i>	
Surname and initials:	
First name:	
Title:	
Affiliation:	
ReMa or Ma programme	
E-Mail:	

Funding	
<i>Please choose below which type of funding you are applying for</i>	
Type of funding:	
Requested amount of funding:	€
Deliverables:	

Application
<i>Abstract proposal (max. 300 words)</i>

Requested documents	
<i>GSH PhD Fund:</i>	
	Funding form
	Letter of motivation (max. 1 page A4)
	Detailed budget estimate of a max. €1.500,-
	An overview of your bench fee signed by FGW Projectcontrol
	List of deliverables
<i>GSH ReMa Fund:</i>	
	Funding form
	Letter of motivation (max. 1 page A4)
	Detailed budget estimate of a max. €400,-
	List of deliverables

Please return this form by e-mail with all required documents merged in one pdf to graduate.school.fgw@vu.nl.

APPENDIX II: Example Financial Form GSH

Grantno.	GSH.00
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Name applicant			
Amount granted	€		
Activity			
Starte date activity		End date activity	

Overview costs made				
<i>Company name</i>	<i>Invoice number</i>	<i>Invoice date</i>	<i>Amount</i>	<i>Comment</i>
Total Costs			€ 0,00	