

INTERNATIONAL TRAVEL GRANT OPPORTUNITIES FOR PHD CANDIDATES

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CURRENT POLICY WITHIN NSM

International travel costs are currently not reimbursed by NSM

Travelling may be allowed if this doesn't require additional funding by NSM

Discuss travel plans with your line manager before departure

Your travels abroad contribute to NSM's mission to build **strong partner networks** with which we can further develop **our inter- and transdisciplinary focus** in education and research. It adds to the scientific and societal impact we strive for.

BEFORE PLANNING INTERNATIONAL TRAVELS



- Use the **Staff Mobility Grant Portal** to find what RU-specific grants you are eligible. You can immediately apply for a grant through the portal.
- Allocated grants will be transferred to an internal budget number. They will not be transferred to your own bank account!
- Travel grants will be allocated after the mobility has taken place!
- Use the same budget number for your travel requestst and the grant allocation to ensure these costs are offset against each other.
- Ensure the person responsible for approving your travel requests and travel expenses in BASS is aware of your travel plans and allocated grants (if any).
- Please take note of Radboud's Safety Guidelines for International Travel before planning your trip.

CHANGE IN TRAVEL REQUESTS AND PREPAYMENT



From 27 February 2024:

- **VCK Travel** will become the mandatory central place for booking your work trip abroad.
- It is no longer possible to apply for prepayment.
- Other costs (meals, local transport) can be claimed via BASS (expense claim with proof of payment).

Radboud University has implemented this change to travel more sustainably and implement the Business Air Travel Policy (7-hour travel scheme from Nijmegen).

More information available.

Info session VCK Travel

- Tuesday 27 February and Wednesday 28 February
- from 10:00 to 17:00
- Berchmanianum work café
- Includes opportunity to attend an (online) training of the booking system.
- Register through link in NSM Weekly of 12-2-2024.

CONTRACTS WITH VISITING INSTITUTION

In general: contracts with visiting institution are not needed for grant applications!

A formal agreement is only necessary in case of an **Erasmus+ grant for Staff Teaching** within participating countries (EU). This agreement does not have to be department or even faculty-specific!

Staff teaching mobility *outside* the EU can be funded through a Radboud Internationalisation Teaching Grant. No formal contract is needed for this grant.

Why go abroad?

Feedback from Radboud staff and PhDs who went abroad with an Erasmus+ grant in 2022 and first half 2023:

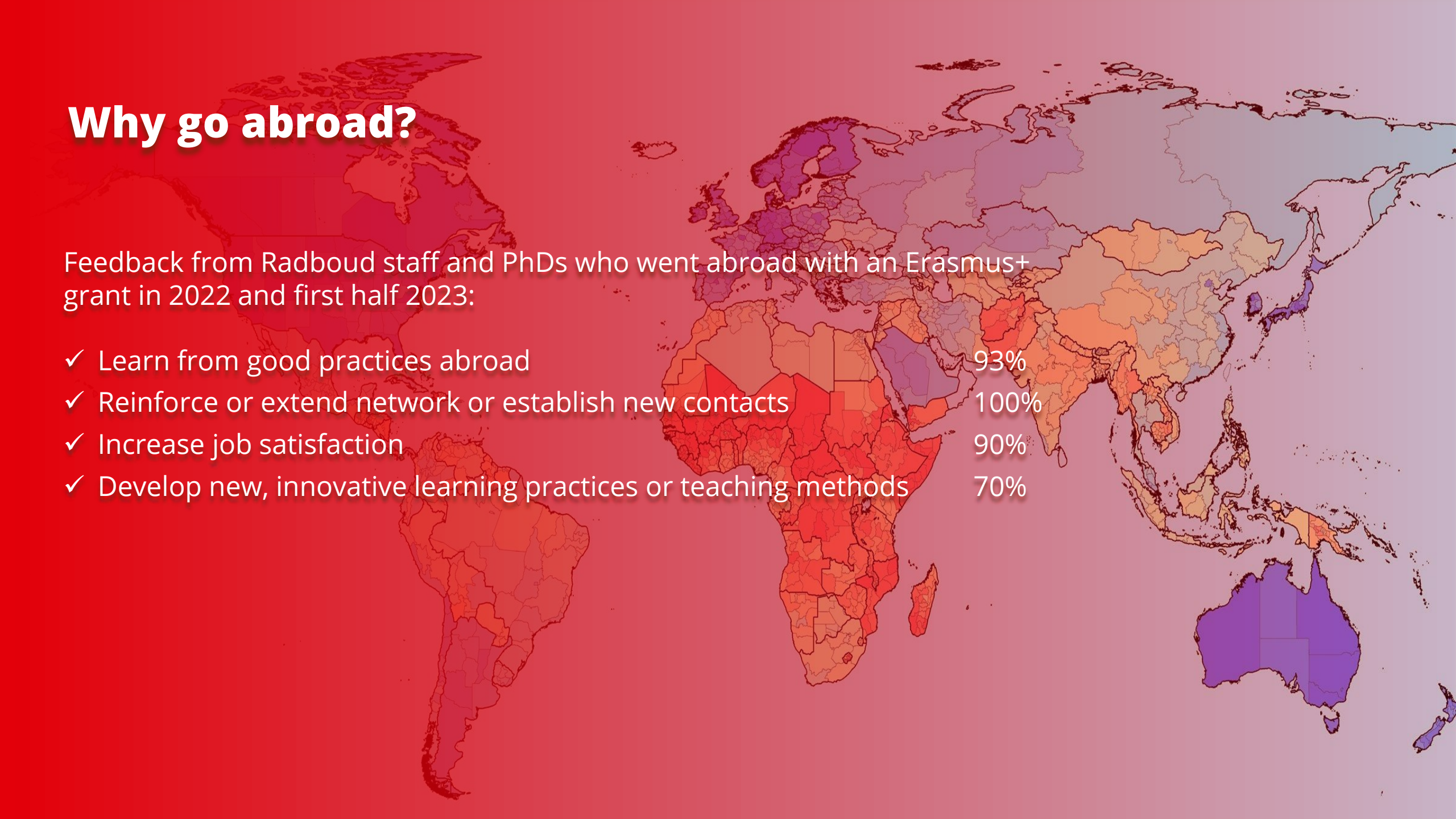
- ✓ Learn from good practices abroad
- ✓ Reinforce or extend network or establish new contacts
- ✓ Increase job satisfaction
- ✓ Develop new, innovative learning practices or teaching methods

93%

100%

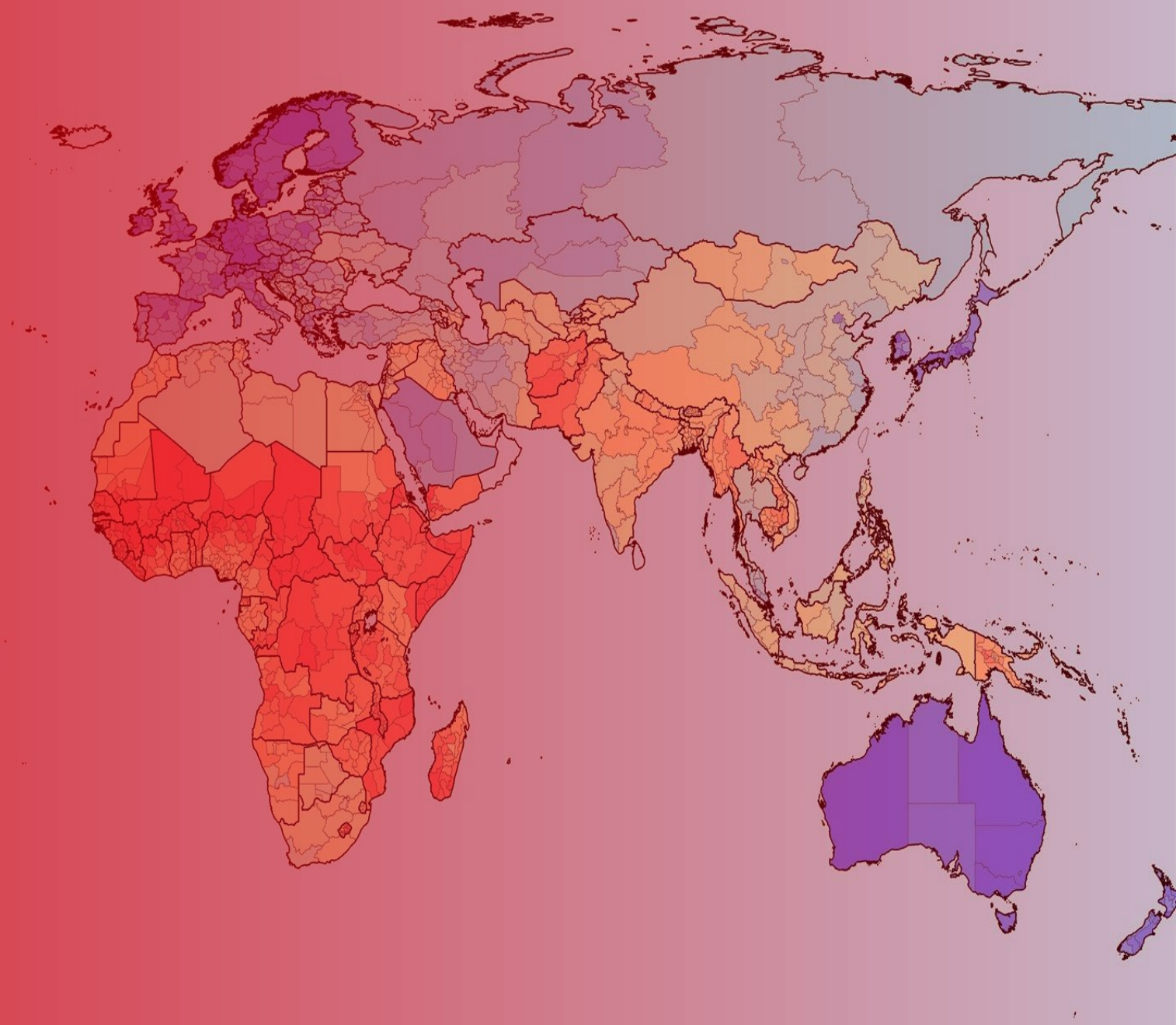
90%

70%



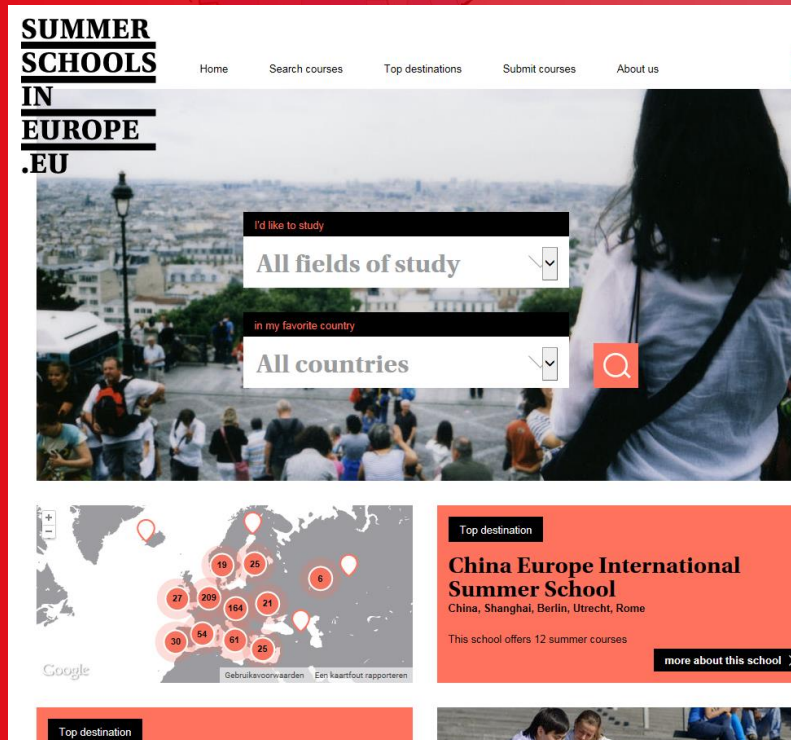
Possibilities

- Research
- Lab visit
- Training in new techniques
- Teaching at university abroad
- Summer/Winter School
- Language course
- Participation in conference

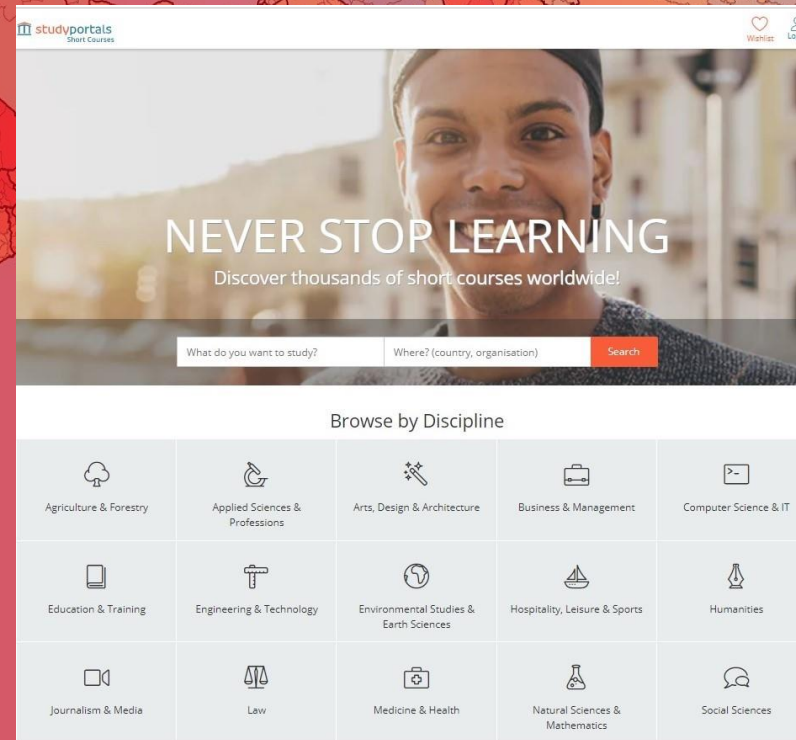


Summer Schools & Short Courses

www.summerschoolsineurope.eu/ and www.shortcoursesportal.com/



The screenshot shows the homepage of the Summer Schools in Europe .EU website. The header includes the site name and navigation links: Home, Search courses, Top destinations, Submit courses, and About us. The main content area features a large background image of a city street with people. Overlaid on this are two search filters: 'I'd like to study' with a dropdown menu set to 'All fields of study', and 'in my favorite country' with a dropdown menu set to 'All countries'. A red search button is visible. Below the filters is a map of Europe with red location pins and numbers. A 'Top destination' section highlights the 'China Europe International Summer School' with locations in China, Shanghai, Berlin, Utrecht, and Rome, noting it offers 12 summer courses. A 'more about this school' link is provided. The footer includes a 'Top destination' label and a small image of students.



The screenshot shows the homepage of the Short Courses Portal website. The header includes the site name and navigation links: Home, Search courses, Top destinations, Submit courses, and About us. The main content area features a large background image of a smiling woman. Overlaid on this is the text 'NEVER STOP LEARNING' and 'Discover thousands of short courses worldwide!'. Below this is a search bar with two input fields: 'What do you want to study?' and 'Where? (country, organisation)', followed by a red search button. Below the search bar is a 'Browse by Discipline' section with a grid of 15 icons representing different fields of study: Agriculture & Forestry, Applied Sciences & Professions, Arts, Design & Architecture, Business & Management, Computer Science & IT, Education & Training, Engineering & Technology, Environmental Studies & Earth Sciences, Hospitality, Leisure & Sports, Humanities, Journalism & Media, Law, Medicine & Health, Natural Sciences & Mathematics, and Social Sciences.

Erasmus+



Erasmus+ Staff Mobility within Europe

Staff Mobility: Teaching

- What: teaching abroad
- Who: lecturer, researcher or PhD candidate
- Where: any of Radboud University's partner universities

Additional requirements:

- Minimum visit of 2 days (max. 60)
- Minimum 8 teaching hours per week, also when your stay is shorter than one week

Staff Mobility: Training

- What: attending lectures, receiving training, research (new techniques), participating in job shadowing or summer school. No conferences!
- Who: All contracted staff and PhD candidates
- Where: anywhere within participating countries

Additional requirements:

- Minimum visit of 2 days (max. 60)

Grants for Erasmus+ staff exchange (within EU)

Grant: fixed sum for travel (€ 180 up to € 530) and flexible sum for living expenses (€ 100 up to € 120 p.d.) <http://www.ru.nl/radboudinternational/>

Receiving country	Daily allowance per activity day	
	Day 1-14 (per day)	Day 15-60 (per day)
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway	120	84
Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Malta, Portugal	110	77
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia	100	70

Erasmus+ outside EU Option 1 (UK)

Staff Mobility: Training

All destinations within the UK

Staff Mobility: Teaching

At the following UK institutions:

- University of Plymouth
- University of Sheffield
- Cardiff University
- Nottingham Trent University
- University of Glasgow
- University of Essex
- University of Exeter
- Bath Spa University
- University of Chichester
- University of the West of England (Bristol)
- University of Birmingham
- University of Lincoln
- University of Hertfordshire
- Kingston University London

Additional requirements:

- Minimum of 5 days; scholarship for 7 days, actual stay may be longer
- Travel allowance: € 180
- Daily allowance: € 120 per day

Erasmus+ outside EU Option 2

Funding for Staff Teaching and Training at the following institutions:

- Australia (Australian Catholic, Macquarie, Sydney, Monash, Southern Queensland)
- Brazil (PUC Rio de Janeiro, Federal University of Juiz de Fora)
- Canada (Western, York)
- Indonesia (Gadjah Mada, Universitas Indonesia, Padjadjaran)
- Japan (Kwansei Gakuin)
- Peru (PUCP Lima)
- Senegal (Cheikh Anta Diop)
- South Africa (Stellenbosch, Pretoria, Witwatersrand)
- USA (UNC Wilmington, SUNY Albany, Loyola-New Orleans)

Additional requirements:

- Minimum of 5 days; scholarship for 7 days, actual stay may be longer
- Travel allowances between € 530 and € 1500
- Daily allowance: € 180 per day

Contact erasmus@ru.nl for specific enquiries and applications.

Erasmus+ outside EU Option 3

- Limited budget for specific (research) projects with several countries and partners which change annually.
- Grants for entire duration may not be available, depending on budget

Current partner countries:

Albania, Bosnia and Herzegovina, Georgia, Ghana, Hong Kong, Kosovo, Montenegro, Tanzania, Uganda

Contact Annika Weites (erasmus@ru.nl) about the possibilities.

Green Travel support

Available to those who travel to their destination mainly by using 'green' modes of transportation (such as train, bus, carpooling, bicycle, etc.)

More information on this will follow via email if you apply for an Erasmus+ grant.

Travel distances	Standard travel - Amount	Green travel - Amount
Between 0 and 99 KM:	23 EUR per participant	
Between 100 and 499 KM:	180 EUR per participant	210 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant	
8000 KM or more:	1500 EUR per participant	

How to apply for Erasmus+

Staff Mobility:

- (1) Fill in the application form online in the Staff Mobility Grant Portal or download and fill in the forms from our website, get the form signed by all parties
- (2) Submit application at least 2 weeks before departure by e-mail (erasmus@ru.nl)

www.ru.nl/radboudinternational/

Financial settlement Erasmus+

Grant  Department

- Request an international business trip beforehand (Bass Oracle)
- Submit travel application via VCK Travel
- Claim expenses as usual on internal budget number after the trip

Radboud Internationalisation Fund

Teaching outside Europe

Fixed grant: € 1.000

Teach for at least 8 hours

Visiting scholars or professors

Fixed grant: outside Europe € 1.000 and Europe: € 700

Teach for at least 8 hours

www.ru.nl/radboudinternational/

Radboud Travel grant for outgoing PhDs

Goals:

- Building up international network
- Active participation at international conference
- Research and education possibilities
- Reputation Radboud University worldwide

Radboud Travel grant for outgoing PhDs

Characteristics:

- Worldwide (Europe: first check Erasmus+)
- Twice during PhD
- Also for: attending international conferences - online (> € 400)
- Grants fixed amounts: within EER: € 400 outside: € 700
- Supporting letter supervisor
- Grant paid out to department cost number

Online application form on Radboudnet

Radboud Travel grant for outgoing PhDs

Travel grant for outgoing PhDs:

2011: 128 (start)

2018: 229

2019: 248

2020 - 2021: covid

2022: 240

2023: 278

Popular destination outside Europe: USA (40%)

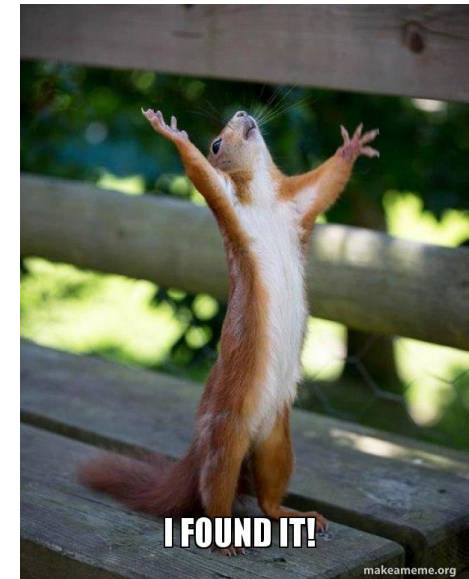
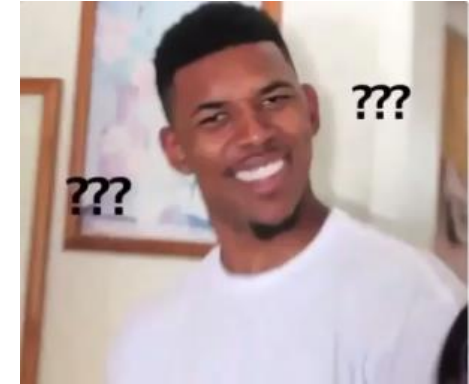
Most applications: UMC (144), FSW (54), FNWI (36), **NSM (29)**

Staff Mobility Grant Portal

Confused what grant you need to apply for?

Find out easily through our
Staff Mobility Grant Portal!

Find the applicable grant to your specific international staff exchange and directly apply for the correct and most beneficial grant online.



Other external options for PhDs

- Research Professional (funding opportunities)
- Fulbright: US

Prepare yourself during your PhD

- Rubicon, Marie Curie, ERC Starting Grants
- VW-Stiftung, Humboldt Stiftung
- Foreign Universities
- Foreign Governments (British Council etc)
- Radboud: Research & Impact Department/Academic Affairs

CONTACT INFORMATION

TRAVEL GRANTS AND GRANT ALLOCATION

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