

PhD budgets for external PhD students registered with the GSH

What is a PhD budget?

- Each external PhD student who is (a) registered with the Graduate School for the Humanities and (b) is granted a 'go' after the go/no go-assessment will be granted financial support up to a maximum of €1000 to cover expenses related to their research. We call this your PhD budget.
- The PhD budget is managed by the director of the research institute to which you belong. The CLS and RICH directors of research have delegated this task to one of the policy officers at the Research Office.

What can you use the PhD budget for?

- You may only use your PhD budget to cover direct expenses necessary for your PhD research; if in doubt, contact the Research Office at boz@let.ru.nl, well before you incur the costs.
- If you choose to take part in PhD-level courses organised by the Dutch National Research Schools the GSH is affiliated with, a standard amount of €500 of the PhD budget is used by the Graduate School for your application fee.
- At any time you can ask for a meeting with the policy officer who manages the PhD budgets to discuss your PhD budget in relation to your research plans. Contact the Research Office at boz@let.ru.nl.

What can you not use the PhD budget for?

- The PhD budget cannot be used to cover personnel costs (including translation and proofreading costs).
- You can not use the PhD budget to buy books or other publications. If you need books or other publications that are not available in Open Access or at any Dutch university library, you can ask your supervisor to use the departmental library budget for books or other publications.¹
- There is a separate arrangement for financing the printing costs of your dissertation (available at <https://www.ru.nl/phd/phd-journey/finishing-your-phd/thesis-printing/>); you can not use your PhD budget for this.

How can you use your PhD budget?

- You must declare the costs that you have incurred using a 'declaration form non employee', available on <https://www.ru.nl/cif/cfa/formulieren/declaraties/>. Please send the form and requested proof of payment to boz@let.ru.nl.
- You can ask for an advance for the costs of a trip abroad using a 'travel application form non employee', available on <https://www.ru.nl/cif/cfa/formulieren/declaraties/>. Please send the form to boz@let.ru.nl at least one month prior to the trip.

¹ In the rare case that a book or other publication that you need for your research falls outside the collection profile of the departmental library, an exception to this rule can be made. You can submit a request to make an exception to the policy officer of the Research Office (through boz@let.ru.nl) well before the possible purchase.

Other funding

- Travel costs can be relatively high, reason why you are strongly advised to apply for other funding for international trips whenever possible. Information about additional financing options is available on <https://www.radboudnet.nl/english/whowhatwhere/from/radboud-internationalisation-grants/texts-radboud/travel-grant-0/>.
- If the annual budget of the GSH allows for it, you can get compensation for research costs up to €1000 a year, on top of your PhD budget. Whenever this is the case, you will receive an e-mail about it in November at the latest.

Note: Only external PhD students who are registered with the GSH and had a positive decision at their go/no go-assessment can apply. During your entire career as an external PhD student you can get no more than €5000 funding from the research institute CLS or RICH and the GSH in total.

Last but not least

- You are expected to plan and keep track of the use of your PhD budget yourself, but the policy officer of the Research Office can help you with this.
- Your PhD budget will cease to exist three months after your registration as a PhD student has ended; if there is still money left, it will be used by the research institute for other PhD students.