

## PhD budgets for external FPTR PhD candidates registered with the GSH

### What is a PhD budget?

Each external FPTR PhD candidate 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.

### For what can you use the PhD budget?

- You may only use your PhD budget to cover direct expenses necessary for your PhD research; if in doubt, contact the GSH coordinator at [GSHcoordinator@ftr.ru.nl](mailto:GSHcoordinator@ftr.ru.nl), well before you incur the costs. Allowed are cost for travel and accommodation (also for your PhD defence ceremony), costs for attending conferences and proofreading.
- If you choose to partake in PhD-level courses organized 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. Please contact the GSH coordinator if you want to participate in a research school before the go/no go assessment.
- You may use the PhD budget to buy books or other publications that are necessary for your research, but first consult your supervisor whether this work could be purchased for the university library (which will then be deducted from the departmental library budget and not the PhD budget).

### 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 [crediteuren@cif.ru.nl](mailto:crediteuren@cif.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 [crediteuren@cif.ru.nl](mailto:crediteuren@cif.ru.nl) at least one month prior to the trip.
- Fill out verbijzonderingsnummer/specification 2110124 (7 numbers) and include the confirmation from your supervisor.

### For what can you not use the PhD budget?

- The PhD budget cannot be used to cover personnel costs (including translation and proofreading costs).
- There is a separate arrangement for financing the printing costs of your dissertation up to a maximum of €2200 (available at the doctorate regulations, appendix II (p. 34): <https://www.ru.nl/sites/default/files/2024-04/RU%202024%20Promotiereglement%20ENG.pdf>); you cannot use your PhD budget for this. Fill out verbijzonderingsnummer/specification" 2110010 (7 numbers) and don't forget to include the name of your supervisor as your contact person.

**Other funding**

Travel costs can be relatively high. As such, you are strongly advised to apply for other funding for international trips whenever possible. Information about additional financing options is available on <https://www.ru.nl/radboudinternational/english/phd-candidates/staff-mobility/outgoing-mobility-phds/>.

**Last but not least**

Your PhD budget will cease to exist three months after your registration as a PhD candidate has ended. If there is still money left, it will be used by the research institute for other external PhD candidates.