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**The VU GSSS Graduate Fund**

This version is from January 18, 2024

*General information*

The aim of the Graduate Fund is twofold:

* the Graduate Fund supports a PhD candidate to carry out their research;
* the Graduate Fund stimulates a PhD candidate to orientate themselves internationally in order to promote a broad scientific development.

*Research related costs eligible for (partial) coverage from the Graduate Fund*

* Data collection, field work
* Translation and language editing
* Attendance at scientific conference, workshop (including accommodation, meals, travel­ling)
* Summer school or other doctoral training, not organized by the GSSS
* Other research related visits (to Vrije Universiteit, Amsterdam, within the Netherlands, to abroad) or a research stay at a foreign university, in­cluding travelling and housing
* Other research-related travel costs

*Research related costs not eligible for coverage from the Graduate Fund*

* Literature (book or access to a journal article)
* Publication fee (e.g. in cases of open access; many journals offer that the fee of open access publishing an article from Vrije Universiteit staff is charged to Vrije Universiteit)
* Computer and other technical equipment
* Lay-out and printing thesis
* Costs of graduation
* Travel costs and accommodation opposition
* Dissemination of research results

*Conditions*

* A PhD candidate can only apply when they have passed the Go / No Go assessment (in case the assessment is in procedure, please also submit your application. We can always conditionally approve your application);
* The applications should be made *before* the activity takes place. Applications concerning activities which have taken place in the past are not taken into consideration;
* 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 main grant, subsidy or bench fee of your research project; the department; a specific grant or subsidy from an external party; your employer; your own means);
* The total limit for a candidate is € 6000, and the yearly limit is € 2000 (there is an exception for a candidate who has obtained personal drawing rights);
* A grant is less likely if the activity is intended to be carried out after three-quarters of the intended project duration (as defined in Hora Finita) or even after the project duration has been exceeded; an additional motivation for carrying out the activity is needed justifying why this will not prevent the rapid completion of the thesis;
* Money awarded cannot be used for any other purpose than initially applied for;
* Applications regarding activities for which a reasonable alternative is offered in The Netherlands will not be accepted;
* VU regulations on sustainability (e.g., preference is given to travel by train over by air) should be followed[[1]](#footnote-1);
* VU regulations on reimbursement have to be followed[[2]](#footnote-2) [[3]](#footnote-3) [[4]](#footnote-4);
* When participating in a conference, workshop: You have to submit a paper, poster or similar kind of contribution.

*Submitting your application*

* Submissions can be made at any time, but they should be sent before the activity takes place.
* Applicants submit their application to the Director of the Graduate School, through the address of the Graduate School, 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 do not have a confirmation yet please send it to us as soon as possible).

*Handling the application*

* The GSSS management gathers all the applications received in a month and decides on submitted applications at the beginning of the following month.
* The GSSS may contact the applicant, the first supervisor and the other supervisor(s) for necessary clarification or further explanation;
* The Program 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.
1. <https://vu.nl/en/employee/declarations-and-commute-allowance/sustainable-business-travel> [↑](#footnote-ref-1)
2. <https://vu.nl/en/employee/declarations-and-commute-allowance> [↑](#footnote-ref-2)
3. <https://vu.nl/en/employee/declarations-and-commute-allowance/domestic-business-travel> [↑](#footnote-ref-3)
4. <https://vu.nl/en/employee/declarations-and-commute-allowance/international-business-travel> [↑](#footnote-ref-4)