

HUMANITIES

GRADUATE

SCHOOL

# GSH FUNDING GUIDELINES



Last amended on 14<sup>th</sup> of October 2019

VU UNIVERSITY  
AMSTERDAM

Faculty  
of Humanities

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## About the Graduate School of Humanities

The Graduate School of Humanities provides the comprehensive Research Master Humanities (including five specializations) and a tailor-made training programme for PhD's (including courses on Academic English, Data Management and Research Integrity).

Our slogan is: *Connecting Humanities for Imaginative Research*. By 'connecting humanities', we mean in the first place that we strive to connect the university to the outside world, by making research relevant to societal issues. In the second place we aim to connect disciplines, by promoting interdisciplinary research and collaboration. Finally, we want to connect people. Meeting renowned scholars, discussing your work with peers, and building an (international) network are just as important for successful research as reading, writing and contemplation.

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) who are in the final stages of their research and 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. PhD candidates with a bench fee or travel budget are not eligible for funding.

### **Funding amount**

€6.000,- has been allocated by the Graduate School of Humanities for the PhD Fund. Each PhD student without any bench fee 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.

### **When to apply?**

You can apply at any moment before the event takes place. 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 to the secretary of the GSH, Ms. Paola Edixhoven and sent to [graduate.school.fgw@vu.nl](mailto: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**

€3.000,- has been allocated by the Graduate School of Humanities for the ReMa Fund. Each Research Master's student 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.

### **When to apply?**

You can apply at any moment before the event takes place. 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 to the secretary of the GSH, Paola Edixhoven and sent to [graduate.school.fgw@vu.nl](mailto: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](mailto: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 has to be send to [graduate.school.fgw@vu.nl](mailto: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: Paola Edixhoven

T +31 (0)20 598 6511

E [graduate.school.fgw@vu.nl](mailto: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

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

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

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

<b>Requested documents</b>	
<b><i>GSH PhD Fund:</i></b>	
	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
<b><i>GSH ReMa Fund:</i></b>	
	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](mailto:graduate.school.fgw@vu.nl) attn. Paola Edixhoven

