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**Graduate Fund Application Form**

This version is from 9 June 2022

Guidelines are available at <https://vu.nl/en/about-vu/more-about/the-graduate-school-of-social-sciences> > Activity Funding

*Details of applicant*

* Given name:
* Surname:
* Department:
* Email address:
* Supervisors:

*Project details* (to be filled in by the PhD candidate only)

* Project title:
* Research question:
* Start date of your project (dd/mm/yyyy):
* Proposed end date of your project[[1]](#footnote-1): (dd/mm/yyyy):
* Motivation for carrying out the activity if the proposed 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, in particular justifying why this will not obstruct the rapid completion of the thesis:
* If the PhD project is part of a funded program (e.g., NWO, ERC), justify why Graduate Fund support is needed:
* Approval date of your Go / No Go assessment (dd/mm/yyyy):
* Registered in Hora Finita: yes / no
* Research abstract (max. 200 words):

*Intended research activity*

* What (give a description):
* Also, categorize the research activity:
  + Data collection, field work: yes/no
  + Translation and language editing: yes/no
  + Attendance at scientific conference, workshop (including accommodation, meals, travel­ling) : yes/no
  + Summer school or other doctoral training, not organized by the GSSS: yes/no
  + 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: yes/no
  + Other research-related travel costs: yes/no
  + Other: yes/no
* Where:
* When:
* Starting date (dd/mm/yyyy):
* Date of end of activity (dd/mm/yyyy):
* Duration:
* Purpose and motivation (please clarify why this activity is crucial for your PhD project):

Budget

|  |  |
| --- | --- |
| **Expense type** | **Estimated costs (€)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |
| Requested contribution from VU GSSS Graduate Fund (not more than 75% of the total estimated costs) |  |

Note. You must specify all relevant expenses for the activity, i.e., not just those for which you are requesting support from the Graduate Fund

*Personal drawing right*

If you want to exceed the total or annual award maximum because you have obtained a personal drawing right, please provide the following information:

* Please specify your tasks (PhD buddy and/or council member):
* Start and end date of your tasks:
* When you are or were a PhD buddy please describe what you did:
* The amount you want to claim for this:

Note. This section does not require a 25% contribution from other sources.

*VU regulations on sustainability*

Please explain compliance[[2]](#footnote-2).

Indicate whether compliance will result in the maximum grant being exceeded, and for what amount. The GSSS may make an exception.

*Intended use of other sources*

Please explain.

*Original Budget Plan*

Please include your original Budget Plan (as part of your admission/Hora Finita registration).

*Approval of one of your supervisors*

(In case this supervisor cannot sign your application, please attach a letter/email of support)

* Date (dd/mm/yyyy):
* Name:
* Signature:

*Requested attachment* (if applicable)

Include a 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).

*Signature by applicant*

* Date (dd/mm/yyyy):
* Name:
* Signature:

1. As agreed at the start of your project (equal to the date in Hora Finita). Provide additional information if it clarifies the application. [↑](#footnote-ref-1)
2. https://vu.nl/en/employee/declarations-and-commute-allowance/sustainable-business-travel [↑](#footnote-ref-2)