**GUIDELINES FOR TRAVEL GRANTS FOR PHD CANDIDATES**

Approved by the Dean – 2. November 2015

(Replaces guidelines dated November 2013)

**1. Purpose of the scheme**

The support scheme will contribute to strengthen research, research education and internationalisation at the Faculty of Natural Sciences.

**2. Allocation authority**

Travel grants are allocated by the Department based on criteria set by the Dean.

**3. Allocation of travel grants**

The Faculty Board decides the share of the Faculty’s budget appropriated for academic travel for PhD candidates. The Faculty allocates an amount per Department based on the number of third year PhD Candidates in each Department the relevant budget year.

**4. Application deadlines and term duration/length**

Travel grants are allocated twice a year, with application deadlines on 1st of December and 1st of May.

Applications for the first round concern travel throughout the year. Applications to the second round concern travel in the period 1.6 - 31.12.

**5. Who may apply**

PhD candidates at the Faculty of Natural Sciences may apply.

Applicants must be admitted to a PhD programme at the faculty before an application is submitted.

**6. Rates**

PhD candidates can apply for covering travel expenditures, participation fees, daily subsistence allowance and accommodation. However, allocations are based on maximum grants:

Travels in Europe Up to 10 000 NOK

Travels in USA Up to 15 000 NOK

Travels in other countries Up to 19 000 NOK

Travels within Norway are also supported.

**7. Criteria for allocation**

The priority ranking is based on one of the following criteria for points, plus awarded points per year of PhD studies without receiving a travel grant:

Points

* Invited lecture or participation in organised academic training 4

courses which is part of the organised academic training.

* Registered contributions, conferences and summer schools 3
* Other arrangements. 1

For each year without travel grants, 1 point is given (maximum 3 points). The Department may in special circumstances deviate from the point estimates

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**8. Application form**

Applications for travel grants are to be sent to the Department on the specified application form. Applications must be recommended by the main supervisor. The application must contain:

* Supplementary information for the purpose of the travel must be enclosed with the application.
* The application must include a budget (cf. pt. 6).
* Applicants are obliged to report other grants for the travel. For instance, this could be support from organisers in case one has been invited to give a lecture, support from the Department, project funds from the Research Council etc.
* In case other NTNU grants are being applied for the same travel, applicants must state this when applying for grants from the Faculty.
* Applicants must always inform about earlier grants (when and from where) received during the PhD study period.

**9. Allocation letter**

Allocation letters from the Department are to include information about:

* the purpose of the travel
* the duration of the leave period (from date to date)
* allocated amount
* link to form – change of workplace.

**10. Travel report**

PhD candidates are expected to give a presentation in their local group/section or department, emphasising the academic gains of the travel. A copy of the presentation is to be submitted to the department.