Travel and research grants at the Faculty of Engineering (LTH)

Application
Application form is available in Lund University application system for scholarships and grants which is found via:

http://www.staff.lu.se/research-and-education/research-support/travel-and-research-grants/faculty-travel-and-research-grants

The application is to include a brief but precise statement of the purpose of the trip and its significance for the applicant’s research.

Applications will only be considered if they include the following:

- For applicants who are not PhD holders: a supervisor’s certificate (max. one page) and a CV (max. two pages)
- For applicants who are PhD holders: a CV (max two pages)

Any other relevant documentation is to be attached to the application. Travel and research grants are not normally awarded to first and second cycle students. Exceptions can be made if the contribution being presented was produced within a research group and is clearly on a research level.

Applications for grants towards conference travel must clearly state to what extent the applicant will be presenting his or her own research, and in what form, i.e. oral presentation, poster, intervention as invited speaker/keynote speaker, chair/session leader, or other form of presentation (to be clearly described).

The application must also clarify the stage of acceptance the contribution has reached, i.e. whether it has been submitted, accepted or already presented. Clear documentation (letter of acceptance or personal invitation) is to be attached to the application. Grants are not awarded for increased living costs or for accompanying persons.

Grants are primarily allocated to applicants who did not obtain any funding in the last three rounds of applications. Applicants who have previously received grants are to have accounted for them through a statement in order to be considered for a new grant.

A person may apply for a travel grant for several trips, but will not be able to obtain more than one grant in connection with any given announcement. Grants can be applied for to cover trips that take place up to one year after the application deadline for the relevant announcement. Grants can also be applied for to cover trips that have already taken place on condition that they
The application is to be submitted **on 11 February 2019 at the latest**.

**Decision**
The decision on allocation of funds is taken by the board of the Faculty of Engineering unless otherwise indicated for the relevant foundation.

**Payment**
All grants should be ordered on the order form found in conjunction with the granted application.
Payments to employees of Lund University are made to the applicant’s department. 50% is allowed in overhead costs according to decision at LTH and therefore no account of such costs should be taken in the application. Costs stated in the application are to exclude VAT.

In cases where, according to the statutes of the foundation, grants can also be awarded to activities outside Lund University or to students, and such applications are approved, payment is made to a private bank account or equivalent. In this case, the costs stated in the application are to include VAT.

If the funds have not been used for the purpose for which they were allocated within the timeframe decided, they are to be repaid.

**Stiftelsen A och Charlotte Wollmars donation**
(93320)
Purpose: grants to lecturers and “docents” for travel abroad
Amount: SEK 17 100

**Stiftelsen Landshövding Per Westlings minnesfond**
(95096)
Purpose: travel and research grants for both junior and senior researchers at Lund University
Amount: SEK 191 600

Ex officio

Emma Haverlind

Copy to the Lund University web, Registrar, LTH faculty office for distribution