



**Call for proposals**

**Visitors Travel Grant**

**2012**

## Introduction and purpose

The NWO Visitors Travel Grants programme is designed to encourage visits to the Netherlands by highly qualified foreign researchers in order to advance international cooperation by Dutch researchers and to enable foreign researchers to familiarise themselves with Dutch research and the research infrastructure of the Netherlands.

The purpose of the Visitors Travel Grants programme is to promote international cooperation between researchers in the Netherlands and elsewhere and to promote knowledge of Dutch research in other countries. The aim of the programme is to increase the expertise and knowledge of the Dutch research team concerned

The programme provides the opportunity to apply for a grant to help fund a visit by a foreign researcher which will make a vital contribution to the progress of a clearly delineated current scientific research project in the Netherlands.

## Who can apply

Researchers from the following knowledge institutions can submit proposals:

- a. Dutch universities;
- b. NWO and KNAW institutes;
- c. the Netherlands Cancer Institute;
- d. the Max Planck Institute for Psycholinguistics in Nijmegen, and
- e. researchers from the DUBBLE Beamline at the ESRF in Grenoble.

The applicant must hold a tenured position with one of the institutions listed above. The applicant must act as the host/hostess.

## What can be applied for

The application can be for a period of up to twelve months, to be spent at one of the institutions listed under 'Who can apply'. Grant can be requested to help meet the costs of subsistence and international travel. The following rates apply:

### *Subsistence costs*

Subsistence costs are decided on a case-by-case basis up to a maximum of € 1,750 per month for an experienced senior researcher or € 2,000 per month for a full professor.

### *International travel costs*

Assistance with the costs of international travel is based on the cost of second class rail or tourist class air travel. The maximum amount of grant depends on the destination. For researchers based in Europe, the maximum is € 500 and for researchers based outside Europe € 1,500.

Any funding received from other sources to help meet the costs of subsistence and/or international travel will be deducted from the NWO grant.

Research costs are not eligible for NWO assistance under this programme.

## **When can applications be submitted**

Proposals may be submitted at any time. There are no deadlines. Applications must reach NWO at least six months before the proposed starting date of the visit.

## **Drawing up an application**

Your grant application has two parts: a fact sheet and the application form.

- You complete the fact sheet directly in NWO's electronic application system Iris.
- The application form is on the grant page for this programme on the NWO website. As soon as you have completed it you can add this form to the Iris fact sheet as a PDF file.

## **Specific conditions**

Applications will not qualify for consideration if the request is for retrospective funding, if funding for the visit is already available from other sources or if the available programme budget would be exceeded by granting them.

Nor will an application be accepted for consideration if the applicant fails to comply with a written request from NWO to supply additional information/documentation by a specified date.

## **Submitting an application**

An application can only be submitted to NWO via the electronic application system Iris. Applications not submitted via Iris will not be admitted to the selection procedure. A main applicant is obliged to submit his/her application via his/her own Iris account.

If the main applicant does not have an Iris account yet then this should be created at least one day before the submission. Then any possible registration problems can still be solved on time. If the main applicant already has an Iris account then he/she does not need to create a new account to submit a new application.

For technical questions, please contact the Iris helpdesk.

## **Procedure**

The NWO office will screen the applications to determine if they comply with the formal requirements of this call for proposals. Applications that do not comply with these requirements will not be considered.

As part of the subsequent assessment process, NWO may seek the views of one or more external referees. The number of referees will depend on the duration and amount of grant requested.

As a rule, for a visit of maximum six months, no external referee will be consulted. For a visit of between six and twelve months, the views of at least one external referee will be sought.

The Visitors Travel Grants selection committee will assess the application and accompanying documents and will advise NWO whether to award the grant; the final decision will then be taken by the Governing Board of NWO.

The assessment procedure may take up to five months to complete.

The NWO Code of Conduct on Conflicts of Interest applies to all persons and NWO staff involved in the assessment and/or decision-making process.

## Criteria

Proposals will be assessed on the basis of the following criteria:

- The quality of the applicant;
- The quality and seniority of the visitor;
- The quality and feasibility of the work plan for the visit, including the timetabling of the visitor's activities, in relation to the period of grant requested;
- The importance of the visit to the progress of the ongoing research project.

## Contact details and other information

### Contact

For specific questions about Visitors Travel Grant and this call for proposals please contact:

- NWO Secretariat for Visitors Travel Grants
- Winnifred Geldof, tel. +31 (0)70 344 05 27, e-mail [w.geldof@nwo.nl](mailto:w.geldof@nwo.nl)
- Sonja Krapels, tel. +31 (0)70 349 44 37, e-mail [s.krapels@nwo.nl](mailto:s.krapels@nwo.nl)

For technical questions about the use of Iris please contact the Iris helpdesk. Please read the Iris manual before consulting the helpdesk.

The Iris helpdesk is available from Monday to Friday from 11.00 to 17.00 hours on +31 900 696 4747. Unfortunately not all foreign phone companies allow you to phone to a 0900 number in the Netherlands. You can also send your question by e-mail to [iris@nwo.nl](mailto:iris@nwo.nl).

### Other information

There is no other information.

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