

GUIDELINES REGARDING TRAVEL STIPENDS

Approved by the Faculty Board 09.09.2004. Last revision 2016.

1. There are three target groups:
 - Permanent employees in academic positions granted research leave/sabbatical, priority is given to those under 65 – available funds approx. 1.5 MNOK
 - Kristine Bonnevie travel stipend – available funds approx. 0.6 MNOK
 - Young male research talents – available funds approx. 0.2 MNOK
2. Permanent employees granted research leave/sabbatical can apply for a travel stipend from the faculty. The faculty's application form must be used. The application should include a short description of the research project. Submit the application to your department. The department will prioritize the applications received and forward the applications and the priority list to the faculty.
3. Young research talents (PhD students, postdocs and researchers) can apply for a travel stipend from the faculty. Priority will be given to postdocs and researchers. The faculty's application form must be used and submitted to your department. Required attachments include a short description of the objective of the stay and your CV. The department will make two priority lists; one for Kristine Bonnevie applicants and one for Young male research talents. The department forwards the applications and priority lists to the faculty. Researchers eligible to apply for overseas research grants from other sources, e.g. the Research Council of Norway, are encouraged to do so.
4. All applicants are required to attach a letter of invitation from the host institution. Young research talents are also required to attach a recommendation letter from their supervisor or department.
5. You can only apply for funding for travels starting the next calendar year. In cases where a research visit will extend across two calendar years, the entire funding amount should be entered under the first year.
6. The application deadline is 1 July. Each department may have its own internal deadlines.
7. In general, the faculty follows the assessment criteria set by the Research Council of Norway.
Permanent academic employees:
 - Each visit should normally last 3-12 months, one return trip is funded per visit, cheapest mode of travel is assumed.Young research talents:
 - Each visit should normally last 1-6 months, one return trip is funded per visit, cheapest mode of travel is assumed.
8. Maximum rates per month:
 - Applicant: 16 000 NOK
 - Spouse/partner: 7 500 NOK
 - Children: 3 750 NOK per child under the age of 18, maximum 7 500 NOK.

Rates are updated annually and correspond to the RCN rates.

9. Other expenses such as laboratory costs and additional travels may be covered by the applicant's department.
10. The applications are evaluated by the faculty and the award decision is made by the Deans. All applicants will be notified of the outcome by email in October. A copy of the award decision is sent to the department.
Each department may allocate additional funds.
11. Funds for successful applicants will be paid as a travel advance. The grant covers documented costs of settling in abroad and associated extra costs incurred in connection with the research visit. A travel expenses claim form, including original receipts, must be submitted within one month of the trip end date.