



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Division of Planning
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Instructions to applicants

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Application instructions for travel grants for internationalisation of the doctoral education

Who can apply?

To apply for a travel grant you must fit into one of the following categories:

- A PhD student at SLU
- A researcher employed at SLU with a PhD degree issued no more than 2 years ago at the time of the application deadline. Applicants with a PhD degree can only apply for travel grant to make post-doc preparations, see below. Applicants who already have a postdoc position can not get a grant.

PhD students generally have priority over applicants already holding a PhD degree.

An applicant can receive a maximum of two granted travel grants during the doctoral period, and one additional grant no later than two years after the doctoral degree has been issued.

Applicants who apply, or have applied, for a grant from elsewhere for the same purpose must indicate this in the application. If other grants are received after submitting the application, the applicant must report this to the secretary of the travel grant committee (travelgrants@slu.se).

Foreign PhD students at SLU are generally not allowed grants for a study visit in their home countries.

When can I apply?

Deadline for the spring semester application is 28 February, and deadline for the autumn semester application is 15 October. The online application form is only available one month before deadline.

The activity applied for should take place after 30 April (spring application) or 30 November (autumn application). Applications for activities that have already taken place before these dates will be rejected.

Travel grant categories and order of prioritisation:

An important assessment criteria is how important the stay applied for is for the applicant's PhD education, and how well it fits into the applicant's individual study plan, rather than how "merited" the applicant is. This should be described in the certificate from the principal supervisor.

PhD students can request funding for a study visit, to join a PhD course or other type of course or to participate in conferences and symposia abroad. For PhD students the visit abroad must be part of the applicant's PhD education.

Depending on the funding available, grants may be given to applicants who already finished the doctoral degree. Applicants with a doctoral degree can only apply for the preparation of a postdoc stay (Priority 5 in the list below). The applicant must be able to show good formal credentials and letters of recommendation from their department at SLU and from the intended postdoc institution.

Priority 1. PhD students: individual study visits longer than 1 month

This category have the highest priority. Visits to learn and bring back new methods are encouraged. Study visits must be well prepared and motivated in the application.

The following attachments must be included in the application:

- Letter of invitation from the host institution
- Letter of support from principal supervisor and head of department (including signatures).
- Individual study plan. Submitted version should have been updated and approved by the head of department within the last year.

Priority 2. PhD students: individual study visits shorter than 1 month

Visits to learn and bring back new methods are encouraged. Study visits must be well prepared and motivated in the application form.

The following attachments must be included in the application:

- Letter of invitation
- Letter of support from principal supervisor and head of department (including signatures).
- Individual study plan. Submitted version should have been updated and approved by the head of department within the last year.

Priority 3. International PhD courses or multi-day workshops for PhD students

The following attachments must be included in the application:

- Letter of acceptance (could be submitted retroactively)
- Letter of support from principal supervisor and head of department (including signatures).
- Individual study plan. Submitted version should have been updated and approved by the head of department within the last year.

Priority 4. PhD students - Conferences and short associated workshops

Priority should be given to high-quality conferences and workshops with specialized topics in line with the applicant's research area and the applicant's individual study plan. Priority should be given to applicants who give their own presentation according to the list below:

Priority 4:1. Applicant has an accepted oral presentation.

Priority 4:2. Applicant has an accepted poster presentation.

Priority 4:3. Submitted abstract of presentation enclosed with application.

Priority 4:4. Applicant plans to submit abstract.

The following attachments must be included in the application:

- Abstract of work to be presented (if applicable) and information about accepted form of presentation
- Letter of acceptance (could be submitted retroactively)
- Letter of support from principal supervisor and head of department (including signatures).
- Individual study plan. Submitted version should have been updated and approved by the head of department within the last year.

Priority 5. Applicants with a PhD degree - Preparation for post-doc

Grants may be given to applicants with a PhD degree if less than two years have passed (at the time of the call deadline) since the degree was issued. The aim of the application should be to establish a scientific career, i.e. to get a postdoc position or to learn a new skill useful for the research area. The applicant must be able to show good formal credentials and letters of recommendation from their department at SLU and from the intended postdoc institution. The application should include a motivation of how the grant will help the applicant's future career at SLU or the research area at SLU. Applicants who already have a postdoc position can not get a grant.

The following attachments must be included in the application:

- Letter of invitation
- Letter of support from a senior researcher at your SLU department and head of department (including signatures).

The grant covers

- Travel costs
- Accommodation costs
- Conference fees (within reasonable limits)

The grant does not cover

- Subsistence allowance (traktamente) or food costs in general. May be covered by the department.
- Research/analysis work which is part of the student's thesis project. Should be financed by the research project or the home department.
- Bench fees and similar expenses

The application

The application shall be written in English.

Only one application is allowed per semester. However, a visit abroad may be a sequence of visits that are connected. A plan for such a visit and a motivation for breaking it up in time must be included in the principal supervisor's certificate.

The travel grant committee has the mandate to reduce or increase the requested grant. If the total request for funds is greater than the funds available a limit is generally set at 40 000 SEK per person.

Changes after getting the grant

Any change of the applicant's itinerary is permitted only once and must have been requested and permitted before the journey is initiated. The request should include an explanation of the necessity and a motivation of the changed plans together with a new budget. The request must be signed by the principal supervisor.

Change of category of the activity, e.g. from study visit to conference, is not allowed.

Travel report

The applicant's travel report is sent to travelgrants@slu.se within a month from returning from the visit.

Secretary's contact details

The Secretary of the travel grant committee may be reached through the e-mail address travelgrants@slu.se.