

# Faculty Regulations Mobility Fund FPPW

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## Chapter 1. General regulations

### Article 1.1

The Faculty Mobility Fund (FMF) aims to stimulate the mobility of researchers employed at the Faculty of Psychology and Educational Sciences (FPPW), and to strengthen international contacts between research groups. For this purpose funds are made available for four initiatives:

1. Funding of congress participation
2. Research stays abroad
3. Research stays of foreign researchers
4. Research sabbaticals for professorial staff members.

### Article 1.2

The FMF of the FPPW is open to all researchers working at the faculty, regardless of their funding source.

### Article 1.3

- §1. Applications must be submitted to the Dean's Office.
- §2. The complete, legible and properly signed application (including any attachments) may be sent to the Dean's Office either in writing (i.e., on paper) or electronically (i.e., by e-mail). When submitting electronically, it is important that the signature is present and that all documents are bundled into a single PDF document (A4 size).
- §3. Incomplete applications will not be considered.

## **Article 1.4**

- §1. Each calendar year there will be six deadlines for submitting an application for “Research stay abroad” and “Research stay of foreign researchers” and three deadlines for submitting an applications for a “Research sabbatical for professorial staff members”. The deadlines are listed in the faculty calendar. The applications will be processed by the full CWO.
- §2. Applications for “Congress funding” can be submitted throughout the year and are handled by a subcommittee of the CWO, consisting of the Dean and two FPPW-representatives to the Ghent University Research Council. This subcommittee will report regularly to the full CWO.

## **Article 1.5**

- §1. In ranking the applications for “Congress funding” priority will be given to assistants, doctor assistants, doctoral students on own resources, scientific staff charged to the non-affected patrimony, and contractual academic staff. Nevertheless, a travel grant may also be awarded to other researchers, pending an appropriate motivation.
- §2. In ranking the applications for “Research stays abroad” priority will be given to assistants, doctor assistants, doctoral students on own resources, scientific staff charged to the non-affected patrimony, and contractual academic staff charged to operational funding, because they do not have operational funds. Nevertheless, a travel grant may also be awarded to other researchers, pending an appropriate motivation.
- §3. With each application, the scientific value to the researcher or his or her research group must be demonstrated. In case of multiple applications, added value will be taken into account.

## **Chapter 2. Funding of congress participation**

### **Article 2.1**

- §1. Researchers working at the FPPW may be granted congress funding for participation in an international conference.
- §2. The conference must have a outspoken scientific character.
- §3. The researcher must deliver an active scientific contribution during the conference (e.g., an oral presentation or a poster presentation), and this must be demonstrated by proof of acceptance.
- §4. The congress fund is intended as a financial compensation for participation fees, travel and accommodation expenses.

## Article 2.2

- §1. The grant cannot exceed 1.200 euros per application. The grant does not cover daily allowances.
- §2. Each calendar year, a researcher can benefit from congress funding from the FMF only once.
- §3. Each applicant who is eligible, must apply for a “Grant for participation in an international conference” of the FWO; if one receives a grant from the FWO, one can still request a financial compensation for participation fees and accommodation expenses.

## Article 2.3

The application must be submitted to the Dean’s Office at least two weeks prior to the conference and should include at least:

- information about the status of the applicant in the FPPW;
- information about the conference (e.g., announcement, website,...);
- proof of acceptance of the contribution;
- a summary of the contribution;
- a motivation for participation to the conference: what is the scientific added value for the researcher?;
- a financial justification of the requested amount mentioning any other grant applications pertaining to the conference participation;
- a statement indicating whether a “Grant for participation in an international conference” of the FWO has been applied for and if so, what the decision of the FWO was. If no application was made, it should be explained why;
- if the researcher does not belong to one of the categories of researchers without operational funding as listed in Article 1.5 paragraph 1, then the applicant should elaborate on the reasons why he or she seeks funding from the FMF.

## Article 2.4

- §1. In case a grant is awarded, the approved budget is deposited, prior to the justification, into a cost unit of the researcher or his or her supervisor (note that deposits cannot be made into a cost centre of Section I).
- §2. Immediately after the conference, the researcher must submit a justification to the Dean’s Office. A complete justification contains:
  - a brief report
  - A financial justification of the expenditures containing:

- for each expenditure, the accompanying SAP code, which can be found in the report “Credit monitoring UGent – report 1.4”
- the cost unit to which this cost is entered in SAP
- a copy of the accompanying proofs.

## Chapter 3. Research stays abroad

### Article 3.1

- §1. A grant can be awarded for a research stay abroad to researchers working at the FPPW.
- §2. The research stay must last minimally two weeks and may not exceed 13 weeks.

### Article 3.2

- §1. An allowance of up to 300 euros per week can be granted. On top of this allowance, an additional amount up to 1000 euros can be granted for travel expenses.
- §2. A researcher can benefit from a grant of the FMF for a research stay abroad at most once per calendar year.
- §3. For stays of five weeks or longer, researchers who qualify for a “Travel grant for a long stay abroad” of the FWO, must apply for such a grant.
- §4. For a stay of two to four weeks, researchers who qualify for for a “Travel grant for a short stay abroad” of the FWO, must apply for such a grant.
- §5. While awaiting the FWO’s decision, a grant for a research stay abroad can be approved conditionally. If the FWO awards a grant, no grant will be awarded by the FMF.

### Article 3.3

An application should consist of at least:

- information about the status of the applicant in the FPPW;
- information about the research stay (e.g., Where? With whom?.. .);
- a motivation for the research stay abroad: what is the scientific added value of the research stay for the researcher or his/her research group?;
- proof of acceptance by the host institution;
- a copy of the FWO’s decision letter (this can be sent afterwards if the letter is not available when submitting the application);

- a financial justification of the requested amount mentioning any other grant applications pertaining to the research stay;
- if the researcher does not belong to one of the categories of researchers without operational funding as listed in Article 1.5 paragraph 2, then the applicant should elaborate on the reasons why he or she seeks funding from the FMF.

### **Article 3.4**

- §1. In case a grant is awarded, the approved budget is deposited, prior to the justification, into a cost unit of the researcher or his or her supervisor (note that deposits cannot be made into a cost centre of Section I).
- §2. Immediately after the research stay abroad, the researcher must submit a justification to the Dean's Office. A complete justification contains:
- a brief report
  - A financial justification of the expenditures containing:
    - for each expenditure, the accompanying SAP code, which can be found in the report “Credit monitoring UGent – report 1.4”
    - the cost unit to which this cost is entered in SAP
    - a copy of the accompanying proofs.

## **Chapter 4. Research stays of foreign researchers**

### **Article 4.1**

- §1. This grant can be used for a stay of a postdoctoral researcher of a foreign research institute at our faculty.
- §2. The goal of this grant is that the foreign researcher brings a substantial added value to the receiving Ghent University promoter and his or her research team.
- §3. The stay of a foreign researcher must last minimally one month and maximally three months.
- §4. During the stay of maximum three months:
- the visiting researcher is registered as a visitor at Ghent University and a fixed subsistence allowance is provided;
  - if applicable, the visiting researcher must dispose of a visa C, short stay (tourist visa); this is bound to nationality and has to be applied for in the country of origin;
  - the visiting researcher must request a Ghent University visitor card.

## Article 4.2

- §1. Per month an allowance is paid to the foreign researcher of which the net monthly amount corresponds to a post-doctoral grant/subsistence allowance. The amount of this allowance for the proposed period can be obtained from the Department of Personnel and Organization (DPO).
- §2. The budget corresponding to the duration of stay is made available as an operational budget to support among others the accommodation and living costs of the foreign researcher.
- §3. In addition a maximum of 1.000 euros may be granted to the promoter for paying (part of) the travel costs of the visiting researcher and for paying the possibly obligatory insurance for the visiting researcher during his or her stay at Ghent University.
- §4. The visiting researcher must have minimally two years of postdoctoral experience and must be internationally known for his or her expertise and research experience. This must be apparent from the scientific curriculum of the person in question: a clear presence at international scientific colloquia and fora and numerous publications in international, highly ranked scientific journals and/or books.
- §5. The Ghent University promoter is a professorial staff member of FPPW.
- §6. Per calendar year a Ghent University promoter can benefit at most once from a grant for a stay of a foreign researcher.
- §7. After a stay by the foreign researcher, a new stay can only be started six months after the beginning of the previous stay.

## Article 4.3

An application should contain at least:

- information about the status of the applicant at the FPPW;
- information about the foreign post-doctoral researcher (scientific CV including a list of scientific publications);
- information about the scientific aims of the foreign scientific researcher during his/her stay;
- a motivation for the stay of the foreign post-doctoral researcher: how will he/she bring added value to the promoter and his/her research group?

## Article 4.4

1. In case a grant is awarded, the amount of 1.000 euros is deposited, prior to the justification, into a cost unit of the researcher or his or her supervisor (note that deposits cannot be made into a cost centre of Section I).

2. Immediately after the conference, the promotor must submit a justification to the Dean's Office. A complete justification contains:
  - a brief report
  - A financial justification of the expenditures containing:
    - for each expenditure, the accompanying SAP code, which can be found in the report "Credit monitoring UGent – report 1.4"
    - the cost unit to which this cost is entered in SAP
    - a copy of the accompanying proofs.

## **Chapter 5. Research sabbatical for professorial staff members**

### **Article 5.1**

- §1. This grant can be applied for by professorial staff members of the FPPW in order to stay in a research institution abroad for a certain period.
- §2. The research sabbatical lasts minimally three months and maximally six months.
- §3. This grant only covers the expenses related to the replacement for the teaching duties of professorial staff member, so that that the teaching for which the professorial staff member is responsible is not be interrupted.
- §4. As long as there is money available for short research sabbaticals from the subsidy support initiative for the human, social and behavioral sciences, the professorial staff member should apply for a short research sabbatical through this support initiative.

### **Article 5.2**

- §1. The compensation for the replacement is based on the effective personnel costs that are required to attract someone who is qualified for the teaching duties.
- §2. Research sabbaticals are only granted to professorial staff members of the FPPW who have at least 10 % teaching responsibilities.
- §3. A professorial staff member can benefit from a grant for a research sabbatical only once every five years.

### **Article 5.3**

An application should contain at least:

- information about the status of the applicant in the Faculty of Psychology and Educational Sciences;

- information about the research stay (e.g., Where? With whom? ...);
- a motivation for the research sabbatical: what is the added value for the applicant and his or her research group?;
- proof of acceptance by the host institution;
- concrete (measurable) objectives that will be reached during the stay; these objectives should be ambitious, but feasible;
- a detailed description concerning the replacement for the teaching duties during the sabbatical; the costs of replacement should be clearly mentioned, these costs can be obtained from Department of Personnel and Organization (DPO).

#### **Article 5.4**

Maximally three months after the termination of the research sabbatical the professorial staff member must submit a justification to the Dean's Office. A complete justification consists of:

- a brief report
- an overview of the teaching activities for which replacement was provided during the sabbatical
- an overview of the effective personnel costs for replacement for the teaching duties.