



Policy for funding research travel and activity for UID staff

In the yearly budget, Umeå Institute of Design allocates a certain sum to be used as funding for research related travel and activities. The total amount of funding depends on UID's overall economical capacity, and shall be budgeted and followed up on a regular basis. This policy applies specifically to these allocated funds, and does not cover travel or activities that are planned and carried out within educational programmes, courses or other specified budgets. Further, it does not apply to travels made for representative and strategic purposes, such as when UID needs an "official" representation at certain strategic meetings, events, fairs, conferences and similar.

The following principles are valid until further notice when it comes to applying for allocated funding for travel and research related activities at Umeå Institute of Design. The department can deviate from these principles if it can be considered to be in the general interest of UID. Such deviation shall always be motivated in writing.

Who can apply for funding?

Funding for UID employees can only be granted for applicants who have a minimum of 30% employment over a period of at least 6 months. Funding is not normally granted during leave of absence. PhD students have an individual expense budget for travel and research activities, and are thus not eligible to apply for additional internal funding.

When to apply?

Applications for funding can be handed in three times a year, with deadlines on September 10th, January 10th and May 10th. Conditional applications can be made in advance, i.e. pending acceptance of paper/workshop or similar at a conference or other venue.

How to apply?

To apply for funding, an application is submitted to the Subject Development Committee, which will evaluate, prepare and prioritise all applications for decision at the Decision meeting. A form for the application is available, and consists of three main sections:

- a background section describing the venue/destination and the basic reason for attending;
- a section describing the applicant's purpose and motivation for the travel, including its relation to the applicants research/development plan;
- a section detailing the budget, including other sources of funding applied for.

Principles for granting travel funding

Funding can be granted for participation in a conference, research meeting, etc. as well as for collecting or producing research materials. In order to be eligible for funding of conference travel or research meeting, at least one of the following criteria must be met:

- the applicant presents a conference contribution (talk, paper or poster).
- the applicant organises a conference session or workshop.
- the applicant chairs a session or is commentator or similar.

UID normally only grants funding for travel, lodging and conference fee or similar. Meal costs (traktamente) is not covered in these cases, even if the costs should be lower than the maximum limit allowed.

Funding is granted according to the following limits:

- within Sweden, maximum 10 000:-
- within Europe, maximum 15 000:-
- outside Europe, maximum 20 000:-

The maximum amount allowed per year and employee is 20 000:-.

In order to be granted travel funding from UID, the applicant should also use the resources available for application from other funds within and outside the university. Possibilities to use funding from eventual external research projects will be considered in the evaluation process.

Reporting

UID can grant travel funding when the outcome or the travel somehow can be expected to contribute to research and education at UID. This can be done in direct ways, at seminars, school meetings and Wednesday lectures, but also more indirectly and generally (for example by contributing to a more research related education, or similar). Irrespective of dissemination format, approved funding must be followed by a final report documenting the travel or activity.

To make a report is mandatory, and should be submitted to the Subject Development Committee no later than 1 month after the travel/activity took place.

Principles for granting funding for research activities

When it comes to granting funding for collection or production of research material, other costs than travel or lodging can also be relevant, for example for materials. Such costs shall always be motivated specifically in the application. In order for allowing funding for collecting or producing research material, one of the following criteria should be fulfilled:

- applicant has no external funding for research
- applicant has no own expense means for research
- arguments for relevance and need for means can be verified through research project/individual study plan in relation to existing expense or project means.

Preparation and decision

Applications are prepared and prioritised by the Subject Development Committee. Decisions are made at the Decision meeting, after the issue has been discussed in the Local Cooperation Group.