



## **Guidelines and criteria for allocating funds for international travel grant:**

### ***Academic staff on sabbatical leave***

#### **Guidelines:**

- Awarding of grant is for academic staff that have been granted a sabbatical leave by the faculty.
- Maximum two stay at different institutions of high international reputation can be granted. Applicants shall document the collaboration with the institution they want to visit.
- Travel grant can be granted for a maximum 10 months.
- If there are other alternative sources of funding, application shall be made to that source. If an application for funding for travel and living expenses from sources other than NMBU is accepted, the grant from NMBU will be reduced.
- International living expenses will be calculated according to the rates published by the Research Council of Norway. The funds can be used for travel and living expenses (one return trip per visiting institution (max. two). Any additional return trips must be justified).
- Funding will not be allocated for course fees, conferences, "bench fees" or operating expenses.
- If there are more applications than the budget covers, grants will be reduced and the principle that "as many as possible applications should be granted" will be used.

#### **Applications for funding will be prioritised on the basis of the following criteria:**

1. Researchers applying for an international travel grant for a first-time on a sabbatical leave will be prioritised for funding allocation.
2. Applicants with a high publication rate (defined as publication points and the number of points-earning publications, weighted 50/50) in the last five years, will be prioritised when international travel grants are allocated.
3. The following activities will be prioritised in a parallel with high publication activity:
  - Artistic and academic development work
  - Clinical work
  - Key elected office at the faculty or at NMBU in the period prior to the sabbatical leave
  - High teaching quality / development of teaching

4. The award of scholarships will include a discretionary assessment of the overall research activity and quality.
5. All else being equal, gender concerns will be prioritised when international travel grants are allocated for academic staff on sabbatical leave.