



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

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

NMBU strives for increased international cooperation, and grants funding of international stays for academic staff on sabbatical leave. A prerequisite is that the stay will take place at an international university or research institution of high esteem. The stay can also take place at an international research-intensive company or organization.

#### **Guidelines:**

- Awarding of grant is for academic staff that have been granted a sabbatical leave by the faculty (dean).
- Stays at maximum two different institutions of high international reputation can be granted. These must be quality assured by the faculty. Applicants shall document the collaboration with the institution they want to visit.
- Travel grant can be granted for at least 3 and maximum of 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.
- Allocation of funds for stays abroad 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 institutions).
- 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.
- Applicants who received a travel grant must submit a final report to the Research Support Office and a disbursement form to the Finance Department when the stay abroad is over (within one month of returning home).

#### **Applications for funding will be prioritised based on the following criteria, in given order:**

1. Researchers on a sabbatical leave applying for an international travel grant for a first time will be prioritised for funding allocation. Researchers who have not applied for an international travel grant during the last two qualifying periods are considered as a first-time applicant.
2. Principle "as many as possible applications should be granted" will be used. If there are more applications than the budget covers, travel grants can be shortened beyond the maximum stay of 10 months.
3. Under otherwise equal conditions, female applicants are given priority for award.