



Guidelines and criteria for allocating funds for international travel grants:

Academic staff on sabbatical leave

The purpose of the scheme

To stimulate increased international cooperation, NMBU allocates funds for stays abroad for academic staff on sabbatical leave. It is assumed that the stay takes place at an internationally recognized university or research institution, but it might also be carried out at an international research-intensive company or organisation.

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 living expenses and travel (one return trip per visiting institution and a maximum of 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).
- Applicants who are promised funds can, if the stay abroad cannot be carried out at the planned time, and given the Faculty approves the postponement, keep the promise of funds for up to two years from the departure time stated in the application.

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.

The guidelines have been approved by the NMBU Research Committee 11.06.2020 (FU case 30/20) and [adjusted on 20 October 2022 \(FU case 41/22\)](#).