

Faculty mobility and sabbatical fund – Faculty of Veterinary Medicine

Introduction

A new policy framework was developed in the context of an action point within the UGent Strategic Plan to stimulate and guide the mobility of researchers. Part of the financial means that used to be centrally divided from the Special Research Fund, is now added to the Faculty portfolio.

It is in this context that the faculty mobility and sabbatical fund was created, that resides with the Faculty commission for Scientific Research.

The faculty of Veterinary Medicine has taken various initiatives to better coach the mobility of young researchers (pre- and postdoctoral researchers) and professorial staff. In case an exceedance of the yearly allocated budget is imminent, the Faculty commission for Scientific Research has at all times the right to take the necessary measures to avoid the budget being exceeded and to correct the Faculty modalities. In addition, the FCWO may take ad hoc decisions to temporarily suspend certain restrictions (including the maximum allocated amount, number of possible applications per person, ...) to avoid the building up of budget.

The application procedures for the faculty mobility and sabbatical fund are clearly announced by means of the Faculty website. This is done via the link on the Faculty website “Onderzoek” → “Mobiliteit Onderzoekers”.

Quality control

The Faculty Commission for Scientific Research yearly produces a report listing the principles and procedures that are adopted to spend the financial means of the faculty mobility and sabbatical fund and the allocations that were made.

Faculty modalities for the various mobility grants

1. Mobility grants for students for a research stay abroad as part of their Master’s dissertation or for an international conference
2. Mobility grants for PhD students and residents for an international conference, international course and research stay abroad
3. Mobility grants for interns for an international conference
4. Mobility grants for post-docs for an international conference
5. Mobility grants for short and long research stays abroad for post-docs
6. Mobility grants for the regular and BOF tenure track professorial staff for a conference abroad in the first 5 years following the appointment
7. Research stay professorial staff
8. Visiting foreign Researcher
9. Organisation of a virtual international conference/webinar
10. Research stays of foreign Masterstudents and PhD students
11. Bilateral cooperations

Mobility grants for students for research stays abroad as part of their Master's dissertation or for an international conference

See the Dutch version

Mobility grants for PhD students and residents for an international conference, international course and research stay abroad

PhD students and residents of the faculty of Veterinary Medicine may receive a grant for:

- participation to an international conference or course;
- a research stay at a research institute abroad (academic, organization in the private and public sector) in the context of their research (minimum 7 days).

1. Conditions

- International conference: the applicant needs to give an oral presentation or be the first author of a poster. Exceptions may be granted provided these are motivated (eg workshops where no abstracts for a poster-presentation or oral communication can be submitted).
- International course: the applicant needs to be able to present a letter of attendance.
- Research stay abroad: the stay at the institute abroad must involve a clearly demonstrable added value for the research of the applicant and the expertise that the foreign host research group/laboratory disposes of, shows superior scientific quality. A grant is only allocated for research stays of minimum 7 days.
- Applicants need to submit their application at least one month in advance.
- During the period that leads to the PhD thesis or during the residency, maximum 2000 euro is allocated for conferences/course with a research focus. This 2000 euro can be used fully and does not need to be spent at once eg. 1000, 500 and 500 euro for 3 conferences.
- During the period that leads to the PhD thesis or during the residency, maximum 1500 euro is allocated for research stays with a maximum of 3 months (max 600 Euro per week, 1000 euro for 2 weeks, 1200 euro for 3 weeks and 1500 euro per month).
- PhD students or residents that have already received a mobility grant from the faculty mobility and sabbatical fund for an amount lower than or equal to 1500 and 1000 euro respectively, may apply for a grant for the remaining amount for future stays with the faculty mobility and sabbatical fund. For stays in the past, no extra payment can be done.
- Each application needs to be submitted first with the Research Foundation – Flanders (FWOVlaanderen) or an external financing organization.
In case the application is not eligible for the FWO (eg. not yet (co)author on a peer-reviewed publication, FWO fellowship; consult the FWO website) and no other sources for external funding are available, then this should explicitly be stated in the application. Applications that were eligible for external financing but that were not or too late submitted to the external funding organization, are not acceptable for the faculty mobility and sabbatical fund.
There is no need to wait for the outcome of the FWO application or the other financing organization to submit the application to the faculty mobility and sabbatical fund. However, the applicant needs to inform the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be immediately once the result is known.
- Co-funding from the faculty mobility and sabbatical fund is possible should the candidate receive funding from the FWO or another source. This amount will only be granted for the costs that were actually made (based on invoices or expense reports). The faculty mobility and sabbatical fund only reimburses actual travel costs, accommodation/living and subscription costs and not costs for consumables or equipment.

2. Allocated amount

Maximum 2000 euro for conferences/courses and maximum 1500 euro per month for a maximum of 3 months for research stays as a reimbursement of the actual travel costs, accommodation/living and subscription costs.

3. Application

- The FWO application form also acts as application form with the faculty mobility and sabbatical fund. The acknowledgement receipt and the outcome (in case this is known) also need to be submitted.

IMPORTANT: If the FWO application form is used, then the proof of the PhD enrolment (eg copy of the student card) or as a resident at the faculty of veterinary medicine also need to be submitted. Applicants that have applied with another financing organization or those that are not eligible for FWO financing, should use the application forms that are available on the faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).

- At least one month before the onset of the stay, the applicant submits his/her application as **1 SINGLE PDF FILE** via email to the coordinator of the faculty mobility and sabbatical fund: mobidi@ugent.be. IN THIS MAIL, ALL PROMOTORS NEED TO BE PLACED IN CC.

4. Financial report and reimbursement of the allocated amount

Following the stay, the candidate needs to ask for reimbursement of the costs made from the department by means of an expense note. **The reimbursement (for the international research mobility) can only be made to an E-WBS-element.** This implies that the costs for a conference (accommodation, transportation, subscription to conference) or research stay (accommodation, transportation) need to be paid via an E-WBS-element and that the costs that were made by the applicant also need to be reclaimed from an E-WBS-element via an expense note. The allocated amount can only be reimbursed to the WBS-element that was used for the reimbursement and/or the WBS-element on which the department has made the costs and this needs to be an E-WBS-element. THIS IS ONLY POSSIBLE AFTER A FINANCIAL REPORT HAS BEEN SENT AS SOON AS POSSIBLE FOLLOWING THE END OF THE STAY. This report needs to be sent as a single pdf-file to the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be, whereby all the promotors of the applicant are placed in cc.

This report (1 single pdf-file) needs to contain:

- the excel file that is to be found on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”);
- a printout of the bookkeeping document (transaction FB03) and of the scanned document with barcode per invoice/expense note non-personnel (see coursepart IV: reporting, paragraph 3.5 looking at scanned documents).

Mobility grants for interns for an international conference

Interns of the faculty of Veterinary Medicine may receive a grant to participate to an international conference.

1. Conditions

- The applicant needs to give an oral presentation or be the first author of a poster.
- Applicants need to submit their application at least one month in advance.
- During the internship, maximum 1500 euro is allocated for a conference. This 1500 euro can be used fully and does not need to be spend at once eg. 350, 200 and 950 euro for 3 conferences with a research focus.
- Each application needs to be submitted first with the Research Foundation – Flanders (FWO Vlaanderen) or an external financing organization.
In case the application is not eligible for the FWO (eg. not yet (co)author on a peer-reviewed publication; consult the FWO website) and no other sources for external funding are available, then this should explicitly be stated in the application. Applications that were eligible for external financing but that were not or too late submitted to the external funding organization, are not acceptable for the faculty mobility and sabbatical fund.
There is no need to wait for the outcome of the FWO application or the other financing organization to submit the application to the faculty mobility and sabbatical fund. However, the applicant needs to inform the coordinator of the faculty mobility fund mobidi@ugent.be immediately once the result is known.
- Co-funding from the faculty mobility fund is possible should the candidate receive funding from the FWO or another source. This amount will only be granted for the costs that were actually made (based on invoices or expense reports).

2. Allocated amount

Maximum 1500 euro for a conference as a reimbursement of the actual travel costs, accommodation/living and subscription costs.

3. Application

- The FWO application form also acts as application form with the faculty mobility and sabbatical fund. The acknowledgement receipt and the outcome (in case this is known) also need to be submitted. If the FWO application form is used, a proof of subscription as intern at the faculty of veterinary medicine needs to be submitted. Applicants that have applied with an other financing organization or those that are not eligible for FWO financing, should use the application forms that are available on the faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).
- At least one month before the onset of the stay, the applicant submits the application as **1 SINGLE PDF FILE** via email to the coordinator of the faculty mobility and sabbatical fund: mobidi@ugent.be. IN THIS MAIL, ALL SUPERVISORS NEED TO BE PUT IN CC.

4. Financial report and reimbursement of the allocated amount

Following the stay, the candidate needs to ask for reimbursement of the costs made from the department by means of an expense note. **The reimbursement (for the international research mobility) can only be made to an E-WBS-element.** This implies that the costs for a conference (accommodation, transportation, subscription to conference) need to be paid via an E-WBS-element and that the costs that were made by the applicant also need to be reclaimed from an E-WBS-element via an expense note. The allocated amount can only be reimbursed to the WBS-element that was used for

the reimbursement and/or the WBS-element on which the department has made the costs and this needs to be an E-WBS-element. THIS IS ONLY POSSIBLE AFTER A FINANCIAL REPORT HAS BEEN SENT AS SOON AS POSSIBLE FOLLOWING THE END OF THE STAY. This report needs to be sent as a single pdf-file to the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be, whereby all the promoters of the applicant are placed in cc.

This report (1 single pdf-file) needs to contain:

- the excel file that is to be found on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).
- a printout of the bookkeeping document (transaction FB03) and of the scanned document with barcode per invoice/expense note non-personnel (see coursepart IV: reporting, paragraph 3.5 looking at scanned documents).

Mobility grant for post-docs for an international conference abroad

A grant may be allocated to post-docs (no professorial staff) of the faculty of Veterinary Medicine to participate to an international conference.

1. Conditions

- The applicant needs to give an oral presentation or chair a session. If this is not possible, this needs to be motivated and the applicant needs to explain why participation to the conference is of utmost importance.
- The applicant needs to submit her/his application at least one month beforehand.
- This mobility grant is independent from potential allocations of a mobility grant during the doctoral period.
- Maximum 1500 euro is allocated during each post-doc period of 2 years. This implies that, once one starts the third year of the post-doctoral period, a new budget of 1500 euro is allocated. This 1500 euro can be used fully and does not need to be spent at once eg. 350, 700 and 450 euro for 3 conferences. Post-docs that have already received a mobility grant from the faculty mobility and sabbatical fund for an amount lower than 1500 euro, may apply for a grant for the remaining amount.
- Each application needs to be submitted first with the Research Foundation – Flanders (FWO Vlaanderen) or an external financing organization.
In case the application is not eligible for the FWO (eg. FWO postdoctoral fellow for a member state of the EEA or Switzerland; consult the FWO website) and no other sources for external funding are available, then this should explicitly be stated in the application. Applications that were eligible for external financing but that were not or too late submitted to the external funding organization, are not acceptable for the faculty mobility and sabbatical fund.
There is no need to wait for the outcome of the FWO application or the other financing organization to submit the application to the faculty mobility and sabbatical fund. However, the applicant needs to inform the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be immediately once the result is known.
- Co-funding from the faculty mobility and sabbatical fund is possible should the candidate receive funding from the FWO or another source. This amount will only be granted for the costs that were actually made (based on invoices or expense reports). The faculty mobility and sabbatical fund only reimburses actual travel costs, accommodation/living and subscription costs.

2. Allocated amount

Maximum 1500 euro for each 2 year-period as a reimbursement of the actual travel costs, accommodation/living and subscription costs.

3. Application

The FWO application form also acts as application form with the faculty mobility and sabbatical fund. The acknowledgement receipt and the outcome (in case this is known) also need to be submitted. Applicants that have applied with an other financing organization or those that are not eligible for FWO financing, should use the application forms that are available on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).

At least one month before the onset of the stay, the applicant submits his/her application as **1 SINGLE PDF FILE** via email to the coordinator of the faculty mobility and sabbatical fund: mobidi@ugent.be. IN THIS MAIL, ALL PROMOTORS NEED TO BE PLACED IN CC.

4. Financial report and reimbursement of the allocated amount

Following the stay, the candidate needs to ask for reimbursement of the costs made from the department by means of an expense note. **The reimbursement (for the international research mobility) can only be made to an E-WBS-element.** This implies that the costs for a conference (stay, transportation, subscription to conference) need to be paid via an E-WBS-element and that the costs that were made by the applicant also need to be reclaimed from an E-WBS-element via an expense note. The allocated amount can only be reimbursed to the WBS-element that was used for the reimbursement and/or the WBS-element on which the department has made the costs and this needs to be an E-WBS-element. THIS IS ONLY POSSIBLE AFTER A FINANCIAL REPORT HAS BEEN SENT AS SOON AS POSSIBLE FOLLOWING THE END OF THE STAY. This report needs to be sent as a single pdf-file to the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be, whereby all the promoters of the applicant are placed in cc.

This report (1 single pdf-file) needs to contain:

- the excel file that is to be found on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).
- a printout of the bookkeeping document (transaction FB03) and of the scanned document with barcode per invoice/expense note (see coursepart IV: reporting, paragraph 3.5 looking at scanned documents).

Mobility grants for short post-doc research stays abroad

A grant may be allocated to post-docs (no professorial staff) of the faculty of Veterinary Medicine to stay during a certain short period (minimum 7 days maximum 1 month) at a research institute abroad (academic, organization in the private and public sector). This grant strives to offer the post-doc a chance to get acquainted with an other research institution and to, following the return at the faculty of Veterinary Medicine, launch new research initiatives and introduce new research techniques.

1. Conditions

- The stay will result in an innovating research input in the research group of the applicant and the faculty.
- The expertise that the foreign host research institution disposes of, shows superior scientific quality.
- A grant is only allocated for a research stay of minimum 7 days and maximum 1 month.
- Each application needs to be submitted first with the Research Foundation – Flanders (FWOVlaanderen) or an external financing organization. In case the application is not eligible for the FWO (eg. FWO postdoctoral fellow for a member state of the EEA or Switzerland; consult the FWO website) and no other sources for external funding are available, then this should explicitly be stated in the application. Applications that were eligible for external financing but that were not or too late submitted to the external funding organization, are not acceptable for the faculty mobility and sabbatical fund.
There is no need to wait for the outcome of the FWO application or the other financing organization to submit the application to the faculty mobility and sabbatical fund. However, the applicant needs to inform the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be immediately once the result is known.
- Co-funding from the faculty mobility and sabbatical fund is possible should the candidate receive funding from the FWO or another source. This amount will only be granted for the costs that were actually made (based on invoices or expense reports). The faculty mobility and sabbatical fund only reimburses actual travel costs, accommodation/living costs and not costs for consumables or equipment.

2. Allocated amount

Maximum 375 euro per week as a reimbursement of the actual travel costs and accommodation/living costs.

3. Application

The FWO application form also acts as application form with the faculty mobility and sabbatical fund. The acknowledgement receipt and the outcome (in case this is known) also need to be submitted. Applicants that have applied with an other financing organization or those that are not eligible for FWO financing, should use the application forms that are available on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).

At least one month before the onset of the stay, the applicant submits his/her application as **1 SINGLE PDF FILE** via email to the coordinator of the faculty mobility and sabbatical fund: mobidi@ugent.be. IN THIS MAIL, ALL PROMOTORS NEED TO BE PLACED IN CC.

4. Scientific and financial report and reimbursement of the allocated amount

Following the stay, the candidate needs to ask for reimbursement of the costs made from the department by means of an expense note. **The reimbursement (for the international research mobility) can only be made to an E-WBS-element.** This implies that the costs for a research stay (accommodation, transportation) need to be paid via an E-WBS-element and that the costs that were made by the applicant also need to be reclaimed from an E-WBS-element via an expense note. The allocated amount can only be reimbursed to the WBS-element that was used for the reimbursement and/or the WBS-element on which the department has made the costs and this needs to be an E-WBS-element. THIS IS ONLY POSSIBLE AFTER A FINANCIAL REPORT HAS BEEN SENT AS SOON AS POSSIBLE FOLLOWING THE END OF THE STAY. This report needs to be sent as a single pdf-file to the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be, whereby all the promoters of the applicant are placed in cc.

This report (1 single pdf-file) needs to contain:

- the excel file that is to be found on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).
- a printout of the bookkeeping document (transaction FB03) and of the scanned document with barcode per invoice/expense note (see coursepart IV: reporting, paragraph 3.5 looking at scanned documents).

Mobility grants for long post-doc research stays abroad

A grant may be allocated to post-docs (no professorial staff) of the faculty of Veterinary Medicine to stay during a certain long period (minimum 1 month maximum 6 months) at a research institute abroad (academic, organization in the private and public sector). This strives to offer the post-doc a chance to get thoroughly acquainted with an other research institution and to, following the return at the Faculty of Veterinary Medicine, launch new research initiatives and introduce new research techniques.

1. Conditions

- The stay will result in an innovating research input in the research group of the applicant and the faculty.
- The expertise that the foreign host research institution disposes of, is an indication of superior scientific quality.
- A grant is only allocated for a research stay of minimum 1 month and maximum 6 months and is non-renewable. A mobility grant for a short research stay can only be allocated once during the post-doc period.
- Each application needs to be submitted first with the Research Foundation – Flanders (FWOVlaanderen) or an external financing organization. In case the application is not eligible for the FWO and no other sources for external funding are available, then this should explicitly be stated in the application. Applications that were eligible for external financing but that were not or too late submitted to the external funding organization, are not acceptable for the faculty mobility and sabbatical fund.

There is no need to wait for the outcome of the FWO application or the other financing organization to submit the application to the faculty mobility fund. However, the applicant needs to inform the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be immediately once the result is known.

- Co-funding from the faculty mobility fund is possible should the candidate receive funding from the FWO or another source. This amount will only be granted for the costs that were actually made (based on invoices or expense reports). The faculty mobility and sabbatical fund only reimburses actual travel costs, accommodation/living and subscription costs and not costs for consumables or equipment.

2. Allocated amount

Maximum 1500 euro per month as a reimbursement of the actual travel costs and accommodation/living costs.

3. Application

The FWO application form also acts as application form with the faculty mobility and sabbatical fund. The acknowledgement receipt and the outcome (in case this is known) also need to be submitted. Applicants that have applied with an other financing organization or those that are not eligible for FWO financing, should use the application forms that are available on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).

At least two months before the onset of the stay, the applicant submits his/her application as **1 SINGLE PDF FILE** via email to the coordinator of the faculty mobility and sabbatical fund: mobidi@ugent.be. The application is evaluated by the Faculty Commission for Scientific research. The selection criteria are the following: 1) scientific value of the proposal 2) expected added value of the stay 3) scientific curriculum of the applicant.

4. Scientific and financial report and reimbursement of the allocated amount

Following the stay, the candidate needs to ask for reimbursement of the costs made from the department by means of an expense note. **The reimbursement (for the international research mobility) can only be made to an E-WBS-element.** This implies that the costs for a conference (stay, transportation, subscription to conference) need to be paid via an E-WBS-element and that the costs that were made by the applicant also need to be reclaimed from an E-WBS-element via an expense note. The allocated amount can only be reimbursed to the WBS-element that was used for the reimbursement and/or the WBS-element on which the department has made the costs and this needs to be an E-WBS-element. THIS IS ONLY POSSIBLE AFTER A FINANCIAL REPORT HAS BEEN SENT AS SOON AS POSSIBLE FOLLOWING THE END OF THE STAY. This report needs to be sent as a single pdf-file to the coordinator of the faculty mobility and sabbatical fund mobidi@ugent.be, whereby all the promoters of the applicant are placed in cc.

This report (1 single pdf-file) needs to contain:

- the excel file that is to be found on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”).
- a printout of the bookkeeping document (transaction FB03) and of the scanned document with barcode per invoice/expense note (see coursepart IV: reporting, paragraph 3.5 looking at scanned documents).

Mobility grants for the regular and BOF tenure track professorial staff for a conference abroad in the first 5 years following the appointment

See the Dutch version

Research stay professorial staff

See the Dutch version

Visiting foreign Researcher

With this initiative, the faculty of Veterinary Medicine strives to attract foreign post-doctoral researchers for a stay of minimum 1 month to maximum 3 months, who will engender an important added value due to their expertise.

1. Conditions

The foreign post-doctoral researcher submits the application together with the promotor from the professorial staff affiliated with the faculty.

- The foreign researcher needs to have at least 2 years of post-doctoral experience and internationally recognized by his/her expertise and research experience.
- It needs to be demonstrated that the expertise of the foreign post-doctoral researcher will engender an important added value to the faculty-promotor and his/her research group.
- This grant is not aimed at extending the stay of a foreign post-doctoral researcher already working at UGent.

2. Allocated amount

Maximum 1500 euro per month as a reimbursement of the actual travel costs and accommodation/living costs. The foreign researcher is registered at UGent as a visitor; a visitor card needs to be applied for. The visitor may need to dispose of a visum C, short stay (tourist visum). This depends on the nationality and needs to be inquired about at the country of origin.

3. Application

For the application, the foreseen forms need to be adopted, which can be found on the Faculty Website (Raden en Commissies → FCWO).

At least two months before the onset of the stay, the applicant needs to submit his/her application via email to the coordinator of the faculty mobility and sabbatical fund: mobidi@ugent.be. The application is evaluated by the Faculty Commission for Scientific Research. The selection criteria are the following: 1) scientific value of the proposal 2) expected added value of the stay 3) scientific curriculum of the applicant.

4. Report

As soon as possible following the completion of the stay, the promotor (member of the professorial staff) needs to submit a financial report justifying the expenditure of the allocated amount as a single pdf-file to the coordinator of the mobility and sabbatical fund mobidi@ugent.be. The report needs to be made by means of the template available on the Faculty website (“Onderzoek” → “Mobiliteit Onderzoekers”). The allocated amount will be deposited to the WBS-element indicated by the promotor of the professorial staff.

Bilateral cooperations

See the Dutch version