

Rules and regulations for granting financial support from the Faculty Mobility and Sabbatical Fund (FacMob)

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Chapter 1: Introduction

On 14 February 2014 the Board of Governors of Ghent University decided to set up a Faculty Mobility and Sabbatical Fund and to transfer the funds for that purpose from the central departments to the faculties according to a grant awarding scale based on the share of doctoral students and postdoctoral staff, with a base amount of € 15,000. In accordance with the decision above the funds will be managed by the Scientific Research Committee (CWO) of the Faculty of Medicine and Health Sciences. In March 2018 the "Faculty Mobility Fund" was converted into the "Faculty Mobility and Sabbatical Fund".

The present rules and regulations were drawn up by the Faculty CWO (in accordance with [Ghent University regulations](#)) and approved on October 17, 2018 by the Board of the Faculty of Medicine and Health Sciences.

Chapter 2: General regulations

§1 The CWO has decided to reserve these funds for the financing of outgoing and incoming mobility.

- With respect to outgoing mobility the priority target group is doctoral students and postdoctoral researchers. For postdoctoral researchers, priority will be given according to policy to candidates who obtained their doctorate within the previous 6 years.
- Incoming mobility will be reserved for candidates at the postdoctoral level or higher.
- Research sabbaticals are reserved for professorial staff (ZAP) members.

§2 The funds shall be used for the funding of the following types of mobility.

- attending an **international conference, workshop or course in Belgium and abroad**, giving priority to young researchers (pre- and postdoctoral researchers), regardless of their source of funding
- a **research stay abroad**, giving priority to young researchers (pre- and postdoctoral researchers), regardless of their source of funding
- a **research stay of a foreign researcher** (incoming mobility, postdoctoral researchers) whose expertise could provide added value for the hosting Ghent University research group

- a **research sabbatical** for professorial staff (ZAP) members

§3 A Faculty Mobility and Sabbatical Fund workgroup (FacMob) is established within the CWO (see Chapter 4) to provide advice on the applications submitted and to set up a ranking. The advice and ranking are discussed and approved, if necessary after a vote, by the CWO. The CWO provides an annual report on this to the Faculty Board and the Research Council.

§4 In general, the funding is intended for research purposes. Applications for international mobility relating to education (both incoming and outgoing), services or clinical assignments shall not be eligible. In case of a combination of one of the above assignments with research, the opinion of the chairman of the FacMob workgroup should be requested through the chairman of the Faculty CWO before completing an application.

§5 Only personnel expenses and operating costs (incl. travel and accommodation expenses) shall be funded. The funding of travel expenses shall be based on an economy class flight or second-class train tickets and similar. Equipment costs shall not be funded.

§6 The application for an identical mobility or stay should only be submitted by one FacMob, more specifically the FacMob of the faculty of the supervisor.

§7 These rules and regulations are valid from December 1, 2018 (revision rules and regulations 1/1/2015 and revision rules and regulations 1/1/2017). The Faculty CWO reserves the right to revise these rules and regulations. The revised version will be submitted for approval to the Faculty Board and the Research Council, and announced at the beginning of the academic year. These rules and regulations are available on the [faculty website](#) and for each submission deadline a call will be launched to the target groups.

Chapter 3: Award criteria

For each type of mobility there are conditions or restrictions as to who may apply. The criteria for each type are summarised in table I (page 7) and are described below.

§1 Attending an international conference, workshop or course in Belgium or abroad

1. With respect to outgoing mobility the priority target group is doctoral students and postdoctoral researchers (ZAP-members do not belong to the target group). Doctoral students and their supervisor must be affiliated with the Faculty of Medicine and Health Sciences. Doctoral students must also be enrolled in the Ghent University *Doctoral Schools* programme. Eligible postdoctoral researchers must be affiliated with the Faculty of Medicine and Health Sciences or hold an appointment at Ghent University Hospital.
2. The applicant must be making an active contribution (at least a poster) for participation in an international conference in Belgium or abroad. Participation in a workshop or course on research or to specialise in new techniques in a foreign scientific knowledge or research centre is also eligible for funding. If the workshop or course will last > 2 weeks, an application for a short research stay should be submitted.
3. To be eligible for FacMob funding a simultaneous [FWO-Flanders application](#) is required. The deadline for the FWO-submission is no later than 3 months prior to the departure date. Applications sent to the FacMob, that were not submitted on time to FWO (or other external

funding sources), are inadmissible. There is no need to wait for the result of the FWO application before submitting the file to the FacMob (for submission dates see Chapter 4, Table II). The applicant must inform the FacMob of the outcome of the FWO application as soon as possible. If the FWO-application is successful, funding from the FacMob will no longer be possible (Exception see point 5). The CWO decision will only be made after that of the FWO is announced.

Applicants who are not eligible to apply for a travel grant from the FWO-Flanders because of its administrative regulations and who cannot apply for other sources of external funding may, with proper justification, submit an application to the FacMob.

4. The CWO only awards one conference grant (incl. workshop or course) per person in the same calendar year.
5. The maximum allowance is 700 Euros for a conference, workshop or course within Europe and maximum 1000 Euros for a conference, workshop or course outside Europe. The allowance can be used for travel expenses (based on economy class flight or second-class train tickets and similar), accommodation expenses or registration expenses. Candidates who received an FWO grant for < 700 Euros for a conference, workshop or course within Europe and < 1000 Euros for a conference, workshop or course outside Europe can apply to the FacMob for a supplement up to 700 Euros / 1000 Euros. The standard application procedure must be followed.

§2 Research stay abroad

1. With respect to outgoing mobility the priority target group is doctoral students and postdoctoral researchers. Doctoral students and their supervisor must be affiliated with the Faculty of Medicine and Health Sciences. Doctoral students must also be enrolled in the Ghent University *Doctoral Schools* programme. Eligible postdoctoral researchers must be affiliated with the Faculty of Medicine and Health Sciences or hold an appointment at Ghent University Hospital. Full-time professorial staff (ZAP) members and part-time professorial staff (ZAP) members with a full-time UGent and/or UZ Gent appointment are also eligible.
2. The application must fit within the context of the applicant's doctoral or postdoctoral research within the framework of an existing collaboration with the host institution or for the purpose of training in a centre of expertise. The applicant must clearly justify the added value for the applicant's own research and/or for her/his personal scientific development. Purely clinical training or advanced specialisation courses are not eligible for funding via this research-oriented source of funding.
3. To be eligible for FacMob funding a simultaneous [FWO-Flanders application](#) is required. The deadline for the FWO-submission is no later than 3 months prior to the departure date. Applications sent to the FacMob, that were not submitted on time to FWO (or other external funding sources), are inadmissible. There is no need to wait for the result of the FWO application before submitting the file to the FacMob (for submission dates see Chapter 4, Table II). The applicant must inform the FacMob of the outcome of the FWO application as soon as possible. If the FWO-application is successful, funding from the FacMob will no longer be possible. The CWO decision will only be made after that of the FWO is announced.

Applicants who are not eligible to apply for a travel grant from the FWO-Flanders because of its administrative regulations and who cannot apply for other sources of external funding may, with proper justification, submit an application to the FacMob.

4. The length of the stay must be at least 2 weeks and maximum 6 months. At most two short stays (≥ 2 weeks, ≤ 3 months) at different host institutions or one long research stay (> 3 months, ≤ 6 months) per person in the same calendar year is granted. A stay lasting more than 3 months may be split up into two periods during the same calendar year and in the same host laboratory or research group.
5. One (there and back) travel allowance (based on economy class flight or second-class train tickets and similar) can be funded. There is also an allocation for accommodation expenses of 60 Euros/day for stays ≤ 1 month and a maximum of 1500 Euros/month for stays > 1 month, unless the maximum daily allowance for the host country is lower (see UGent rates daily allowance abroad). Then the lower amount applies.
6. A travel abroad who combines a conference, workshop or courses with a research stay at the host institution of the conference, workshop or courses, will be considered as a research stay abroad.

§3 Research sabbatical

(Read also the [UGent-tips for professorial staff \(ZAP\) members who wish to undertake a research sabbatical \(Only in Dutch\)](#).)

1. Mobility in the form of a sabbatical year is reserved to appointed professorial staff (ZAP) members with a appointment of at least 50% at the Faculty of Medicine and Health Sciences. Following the Faculty policy, preference will be given to candidates who are at least associate professors. Part-time professorial staff (ZAP) members with a full-time UGent and/or UZ Gent appointment are also eligible.
2. Sabbaticals must be performed at a research institution (university, research institute, research department within a company or hospital) with proven high-quality scientific or other relevant expertise. Priority will be given to research sabbaticals abroad but also a home sabbatical at the Ghent University is possible. The stay must be research-oriented (purely educational or purely clinical assignments will not be eligible).
3. To be eligible for FacMob funding a simultaneous [FWO-Flanders application](#) is required for:
 - either a 'travel grant for a long stay abroad'
 - either a 'grant for a sabbatical leave'

The deadline for the FWO-submission is no later than 3 months prior to the departure date. Applications sent to the FacMob, that were not submitted on time to FWO (or other external funding sources), are inadmissible. There is no need to wait for the result of the FWO application before submitting the file to the FacMob (for submission dates see Chapter 4, Table II). The applicant must inform the FacMob of the outcome of the FWO application as soon as possible. If the FWO-application is successful, funding from the FacMob will no longer be possible (Exception see point 5) . The CWO decision will only be made after that of the FWO is announced.

4. The length of the research sabbatical must be at least 3 months and at most 12 months.

5. There are 2 types of funding:
 - **Type I:** funding for travel- and accommodation expenses for a research sabbatical abroad: One (there and back) travel allowance (based on economy class flight or second-class train tickets and similar) can be funded. There is also an allocation for accommodation expenses of a maximum of 1500 Euros/month. The host institution must cover the operating costs of the research that is carried out.
 - **Type II:** funding for teaching replacement for a research sabbatical abroad or at Ghent University: Funding for replacement of the professorial staff (ZAP) member to ensure continuity of the teaching during the research sabbatical. The replacement allowance is based on the effective personnel costs necessary to attract a replacement for running the educational assignments and this up to a maximum of 4150 EUROS/months. The period for replacement is limited to 6 months which in case of thorough justification may be extended exceptionally to 9 months. Type II can only be granted providing a motivation and proposition for the replacement (including size and workload of the courses).

When a FWO funding was obtained for type I, then type II funding can be obtained through the FacMob.

6. A sabbatical can be granted only once every 5 years per person.
7. A report of the applicant is expected for rewarded applications two months after finishing the research sabbatical. For this purpose the appropriate standardized form, available on the [FacMob website](#), is used.

§4 Incoming mobility: research stay of a foreign researcher

1. The target group for incoming mobility consists of foreign researchers with at least 2 years of postdoctoral experience. Full-time foreign professorial staff (ZAP) members are also eligible for a short stay ≤ 3 months. For a long research stay (> 3 months) the full-time foreign professorial staff (ZAP) member must apply to their own institution for a sabbatical leave.
2. The foreign researcher's specific expertise must offer added value for the research group in the Faculty of Medicine and Health Sciences. The added value must be justified by the Ghent University supervisor on the basis of scientific output and/or other relevant expertise.
3. Applications must be submitted by a supervisor employed by Ghent University and who is either a member of the professorial staff (ZAP) or is guest professor with at least one research assignment. The supervisor will act as the sole budget holder of the WBS element and as the spokesman. The supervisor is responsible for ensuring that the research stay is successful and productive.
4. The co-supervisor must be employed by Ghent University, Ghent University Hospital or VIB **and** have a PhD dissertation. It must be clear on the project description and the work plan that the co-supervisor makes a real coordinating contribution to the stay of the foreign researcher.
5. The duration of the research stay is minimum 1 week and maximum 6 months. The minimum period of 1 week requires presence lasting at least 5 business days. A period of more than 3

months may be spread out over at most two separate periods within one single calendar year in the same research group.

6. Important clauses in [Ghent University regulations](#) article 9§2 points 2 and 3 with respect to visas.
7. One (there and back) travel allowance (based on economy class flight or second-class train tickets and similar) can be funded. There is also an allocation for accommodation expenses of 60 EUROS/day with a maximum of 1500 EUROS/month for stays \leq 90 days, unless the maximum daily allowance for the host country is lower (see UGent rates daily allowance abroad). Then the lower amount applies. For stays lasting more than 90 days, the researcher will be appointed as a postdoctoral fellow under international mobility. The official wage scale of the Department of Personnel and Organization (DPO) will be followed.

§5 Incoming mobility: visiting foreign guest speaker as part of a faculty research event (including [Interdisciplinary Medical & Health Seminars](#))

1. This mobility will be, depending on the availability of the budget of the FacMob, announced and granted *ad hoc*. This measure is an incentive for organizing scientific seminars and events within the Faculty aiming to create an international research setting and more research cooperation.
2. The target group for incoming mobility consists of guest speakers employed by a university or research institution outside Belgium and with at least 5 years of postdoctoral experience. The foreign guest speaker specific expertise must offer added value for the research in the Faculty of Medicine and Health Sciences at Ghent University. The added value must be justified by the Ghent University supervisor on the basis of scientific output and/or other relevant expertise.
3. The foreign guest speaker will give at least 1 lecture on research that is related to the Faculty of Medicine and Health Sciences as part of:
 - either the *Interdisciplinary Medical & Health Seminars*
 - either a faculty research event (seminar, conference, ...) in which:
 - the event is subsidized by at least one other authority (department, FWO, ...)
 - the event is organised by one or more professorial staff (ZAP) members or postgraduate researchers from the Faculty
 - the event is open for and announced to the whole Faculty
 - the event continues within the facilities of the University Gent or in Ghent

Note. In case of a *PhD Jury member* as incoming international guest speaker a simultaneous ['Doctoral Schools: Meet The PhD jury'](#) application is possible. The deadline for the *Doctoral Schools* application is no later than 1 month prior to the planned activity. There is no need to wait for the result of the *Doctoral Schools* application before submitting the file to the FacMob (for submission dates see Chapter 4, Table II). The applicant must inform the FacMob of the outcome of the *Doctoral Schools* application as soon as possible. If the *Doctoral Schools* application is successful, funding from the FacMob will no longer be possible (Exception see point 5). The CWO decision will only be made after that of the *Doctoral Schools* is announced.

4. The application must be submitted by a professorial staff (ZAP) member or a postdoctoral researcher affiliated with the Faculty of Medicine and Health Sciences and supervisor of the faculty research event (for submission dates see Chapter 4, Table II). For the *Interdisciplinary Medical & Health Seminars* a separate call will be launched by the CWO.
5. The maximum allowance is 700 Euros for a guest speaker employed by a university or research institution within Europe and maximum 1000 Euros for a guest speaker employed by a university or research institution outside Europe. The allowance can only be used for travel expenses (based on economy class flight or second-class train tickets and similar) or accommodation expenses.

Candidates who received a grant at the '*Doctoral Schools: Meet The PhD jury*' for < 700 Euros / < 1000 Euros can apply to the FacMob for a supplement up to 700 Euros / 1000 Euros. The standard application procedure must be followed.

6. The CWO grants in the same calendar year:
 - In case of the *Interdisciplinary Medical & Health Seminars*: only 1 allowance per faculty department.
 - In case of a faculty research event: only 1 allowance per person AND per faculty research event for 1 guest speaker.
7. If a fund is granted, the FacMob has to be mentioned as a funding source at the announcement of the faculty research event.

§6 Intersectoral mobility

1. Intersectoral mobility is mobility to an educational or research institution, an organization (e.g. government) or a company. The mobility must fit within the framework of the candidate's research and its added value for the research of the doctoral student, the postdoctoral researcher or the sending research group must be clearly demonstrated (for additional provisions see [Ghent University regulations](#) article 9§4).
2. Intersectoral mobility of doctoral students shall be organized as internships (with a corresponding internship contract), whereas for postdoctoral researchers it shall require an employment contract with the receiving institution.
3. The faculty gives priority to stays of young researchers abroad, but applications for intersectoral mobility in Belgium are also possible.
4. The application procedure and funding for intersectoral mobility are as indicated for a short or long research stay abroad.

Table I

	Conference, workshop or course	Research stay abroad	Research sabbatical	Incoming mobility: research stay of a foreign researcher	Incoming mobility: visiting foreign guest speaker
Target group	Doctoral students and postdoctoral researchers (no professorial staff (ZAP))	Doctoral students, postdoctoral researchers, full-time professorial staff (ZAP) or part-time professorial staff (ZAP) members with a full-time UGent and/or UZ Gent appointment	Full-time professorial staff (ZAP) or part-time professorial staff (ZAP) members with a full-time UGent and/or UZ Gent appointment	Foreign postdoctoral researchers	Foreign postdoctoral researchers
Conditions	<p>Doctoral students enrolled in the Ghent University <i>Doctoral Schools</i> programme</p> <p>Conference: poster / talk Workshop or course: i.f.o. the own research or to specialize new techniques</p> <p>Simultaneous FWO-application required</p>	<p>Host institution: top-notch expertise based on scientific output and/or other relevant expertise</p> <p>Simultaneous FWO-application required</p>	<p>Host institution: top-notch expertise based on scientific output and/or other relevant expertise</p> <p>Simultaneous FWO-application required</p>	<p>2 years of postdoctoral experience</p> <p>Justify added value for research group based on scientific output and/or other relevant expertise</p> <p>Application by appointed professorial staff (ZAP)</p>	<p>5 years of postdoctoral experience</p> <p>Application by appointed professorial staff (ZAP) or postdoctoral researcher</p>
Duration	Max. 2 weeks	Min. 2 weeks Max. 6 months	Min. 3 months Max. 12 months	Min. 1 week Max. 6 months	NA
Frequency	Max. 1 allowance/person/year	<p>≤ 3 months: max. 2 allowances/person/year</p> <p>> 3 months: max. 1 allowance/person/year</p>	Max. 1 allowance/person/5 years	NA	1 allowance/applicant/event/year
Amount	Max. 700 € within Europe Max. 1000 € outside Europe	≤ 1 month: 60€/day + one-time travel allowance	Type I: max. 1500€/month + one-time travel allowance	≤ 90 days: max. € 1500/month + one-time travel allowance	Max. 700 € within Europe Max. 1000 € outside Europe

		> 1 month: max. 1500€/month + one-time travel allowance	Type II: max. 4150€/month cost replacement educational assignment	> 90 days: postdoctoral fellowship + one-time travel allowance	
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Chapter 4: Application and selection procedure

§1 Application procedure

1. Each application must be addressed to the chair of the FacMob. The specific application form must be completed, available on the [website of the FacMob](#).
2. The application form must be completed in English and submitted by e-mail as follows:
 - the application form and annexes as 1 PDF-file named “First name applicant or foreign researcher/guest speaker_Surname applicant or foreign researcher/guest speaker_type mobility”
 - sender: applicant or supervisor foreign researcher/guest speaker
 - receiver: CWO-MobFonds.ge@UGent.be
3. Applications can be submitted any time but the submission deadlines, connected with the start of the mobility, are to be followed (table II, p 11).
4. FacMob-funded applications during the doctorate will not have any impact on applications during a postdoctoral period (the same is true for a first and a second postdoctoral period of three years).

§2 Evaluation procedure

1. The applications are evaluated by the FacMob workgroup appointed for this purpose composed of 10 team leaders research of the faculty CWO, in addition to one administrative employee from the dean's office. The 10 team leaders research, as representatives of the 10 faculty Departments, make sure that the entire faculty is duly represented. A chairman and vice-chairman is chosen from among the members of the workgroup. The chairman reports to the CWO and is also the person to contact in case of any doubts on the submission of applications.
2. The admissibility of the application is first assessed. The FacMob chairman sends admissible files to the members of the FacMob workgroup. A *conflict-of-interest* (e.g. as a member of the workgroup also acts as a promoter of an application) is avoided in the allocation of the reviews of applications. The workgroup members provide their opinion online during the second half of the month following the submission deadline. In addition to the conditions set forth under the award criteria (see Chapter 3), the rules will apply for the frequency of funded applications, with the aimed target groups always getting priority. The opinion is then submitted to the chairman and vice-chairman, that make a joint decision on the basis of the online advice.
3. The advice or proposal is submitted to the faculty CWO following the submission deadline. The CWO reserves the right to vote electronically and to confirm or adjust the workgroup's decision if necessary.
4. The chairman of the FacMob workgroup informs the applicants of the decision by e-mail.
5. The CWO does not exchange correspondence on rejected files or files that have not been funded. Inadmissible files may be re-submitted, after being corrected, in the next submission round in accordance with the applicable rules on submission deadlines. It is the applicant's responsibility to submit a complete file.

Table II

	Conference, workshop or course	Research stay abroad	Research sabbatical	Incoming mobility: research stay of a foreign researcher	Incoming mobility: visiting foreign guest speaker
Submission deadline	1 Dec	1 Dec	1 Dec	1 Dec	1 Dec
Earliest start of the mobility	1 Jan	1 Jan	1 March	1 Jan	1 Jan
Submission deadline	1 April	1 April	1 April	1 April	1 April
Earliest start of the mobility	1 May	1 May	1 July	1 May	1 May
Submission deadline	1 Sept	1 Sept	1 Sept	1 Sept	1 Sept
Earliest start of the mobility	1 Okt	1 Okt	1 Dec	1 Okt	1 Okt

Chapter 5: Reimbursement and proof of expenses after being awarded a FacMob grant

- §1 For all travels abroad a **“travel request” prior to the mobility abroad** must be submitted by the SAP application. Consult the SAP manager of your department.
- §2 The CWO applies maximum amounts (Chapter 3) that can be reimbursed.
- §3 Advance payment of expenses incurred is not possible.
- §4 Expenses with the corresponding request for reimbursement must be submitted as follows:
- The expenses incurred must always be recorded in an account of the budget holder, by means of an expense account with proof of attendance (invitation email, proof of registration, certificate, ...). When an invoice is available or has been requested (specifying the central Ghent University address and VAT number), it must be registered in this account.
 - Reimbursement is only possible when the expense account or invoice has been fully processed in SAP and transferred to DFIN (Financial Department), after which a scanned document will be present. To request a reimbursement, complete the document "Request for transfer of expenses" is send electronically to CWO-MobFonds.ge@ugent.be. The justification to be indicated is "reimbursement of expenses after awarded a Faculty Mobility Grant", stating the name, the conference or accommodation and the date or period. The reimbursement happens only on an E/01-account. **Please Note: The request of reimbursement expires 1 year after finishing the granted mobility.**
- §5 The Faculty CWO may reclaim the allocated budgets if they were used unlawfully or if they were not used at all.

Chapter 6: Supplementary note

Call and publication (art 10), Evaluation and decision (art 11) and Reporting (art 12) in accordance the [Ghent University regulations](#).