

# STICHTING 'FONDS LANDBOUW EXPORT-BUREAU'

The Stichting Fonds Landbouw Export Bureau 1916/1918 (LEB Foundation) stimulates developments in research at Wageningen University and Research. The LEB Foundation provides financial support for visits to scientific meetings and study trips. The LEB Foundation is chaired by prof.dr.ir. Ivonne Rietjens.

## **FUNDING GUIDELINES (effective January 1, 2023) (approved by the Executive Committee November 16, 2022)**

### **General provisions:**

<p><b>The LEB Foundation focuses on:</b></p> <ul style="list-style-type: none"><li>• PhD students of Wageningen University</li><li>• Junior scientists affiliated to WUR without permanent employment contract</li><li>• WUR researchers from developing countries with limited financial support</li></ul>
<p><b>Two subsidies per person</b></p> <p>An individual person can qualify twice for funding, provided that the subsidies fall into different categories (see page 2).</p>
<p><b>A maximum of five subsidies per chair group per year</b></p> <p>Each chair group can apply for a maximum of five subsidies per calendar year, regardless the subsidy category (A, B or C, see page 2). The number of PhD students of the same chair group in a PhD-trip (C) counts in determining this total of five subsidies. For example, if four PhD students of the same chair group participate in the PhD-trip, this counts as four subsidies. If for instance 10 PhD students of the same chair group participate, the maximum of five subsidies has been reached.</p> <p><b>A maximum of one subsidy per chair group for a PhD-trip every two years</b></p> <p>A chair group can apply every 2 years for one subsidy request for a PhD-trip.</p>
<p><b>Apply in time, at least one month before the activity</b></p> <p>Your application must be submitted at least one month before the activity for which the subsidy is requested.</p>
<p><b>Funding is not provided for:</b></p> <p>Personal expenses, costs of capital goods, normal publication costs and regular travel costs.</p>
<p><b>Maximum funding amount</b></p> <p>There is a maximum funding amount for each activity. See page 2.</p>
<p><b>Co-financing</b></p> <p>The LEB Foundation provides funding based on the principle of co-financing.</p>
<p><b>Provisional subsidy amount</b></p> <p>Based on your budgeted costs, a provisional subsidy amount is awarded.</p> <p>The definitive subsidy amount is calculated based on the actual costs incurred in your final statement of expenses and can never exceed the amount provisionally awarded.</p>
<p><b>Payment afterwards</b></p> <p>The payment of the subsidy will take place after the activity has been completed.</p>
<p><b>Reimbursement</b></p> <p>The final statement of expenses must be submitted within one year after the activity took place. If not, the subsidy will be null and void.</p>
<p><b>Disclaimer</b></p> <p>The Executive Committee of the LEB Foundation reserves the right to deviate from the guidelines based on financial or substantive considerations.</p>

Funding guidelines effective January 1, 2023

Stichting LEB Foundation, Wageningen Campus, Building PlusUltra-2, [Bronland 10](#), 6708 WH Wageningen, The Netherlands (courier 75)  
Tel : +31-317-483908, email : [ufw@wur.nl](mailto:ufw@wur.nl)

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**Activities eligible for funding**

<b>Category</b>	<b>Remarks</b>	<b>Funding</b>
A. Participation in scientific meetings abroad (conferences, symposia, workshops) during which the applicant delivers an oral or poster presentation	Provide proof of the invitation or the inclusion of the presentation in the program of the meeting.	50% of the total costs up to a maximum of € 750, -
B. Participation in study trips by groups of PhD students	<ul style="list-style-type: none"> <li>• requests must be submitted through a chair group;</li> <li>• requests can be submitted no more than one year before the study trip;</li> <li>• applications must include a list of participants (including per participant the name of the chair group) for the trip. These participants are not eligible for another grant from the fund within the same year;</li> <li>• the application does not qualify as one of the two personal subsidies in different categories that can be granted by the fund.</li> </ul>	50% of the total costs up to a maximum of € 2.500, -
C. Participation in specialized training abroad	<ul style="list-style-type: none"> <li>• the training is not included in the Training and Supervision Plan (TSP);</li> <li>• the TSP must be submitted as proof.</li> </ul>	50% of the total costs up to a maximum of € 750, -

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**Application**

A request for funding must be submitted through the [digital form](#) on the website of the University Fund Wageningen (UFW), which processes the applications on behalf of the LEB foundation.

A request for funding must contain the following information:

- Age and terms of employment of the applicant
- Reason for funding request and a description of the activity, including the date or dates the activity will take place
- Statement of approval and detailed explanation of the activity by the scientific supervisor
- Specified estimate of expenses, including the desired amount of funding
- A statement by the applicant that no subsidy has been received before in the relevant category and a statement that the maximum of two subsidies per person has not been exceeded by this application
- For category A: proof of the presentation that is to be delivered
- For category B: List of participants of the PhD trip. If a joint trip is organized by several chair groups, you should indicate to which chair group each participant belongs.
- For category C: the Training and Supervision Plan (TSP)

**Request for payment / statement of expenses**

A final statement of expenses must be submitted to UFW within one year after the activity took place.

The request for payment must include the following information:

- An overview of the expenses actually incurred
- Proof of payment (invoices for lodging expenses, air ticket, travel agent, visa, etc.)
- Bank account number (IBAN), and the name and address of the account holder
- Evaluation form

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