

**STICHTING**  
**'FONDS LANDBOUW EXPORT-BUREAU 1916/1918'**

*The Stichting Fonds Landbouw Export Bureau 1916/1918 (LEB Foundation) stimulates developments in agricultural research at Wageningen University and Research Centre - including the environmental sciences. The LEB Foundation provides financial support, among other things, for visits to scientific meetings and study trips. The LEB Foundation is chaired by prof. dr. ir. Ivonne Rietjens.*

**FUNDING GUIDELINES (effective January 1, 2017)**  
**(revised version approved by the Executive Committee on 6/12/2016)**

**General provisions:**

<p><b>The target group of the LEB Foundation is comprised of:</b></p> <ul style="list-style-type: none"><li>• PhD students of Wageningen University</li><li>• Junior scientists without permanent employment and affiliated to Wageningen UR</li><li>• Researchers at Wageningen UR from developing countries and with limited financial support</li></ul>
<p><b>Two subsidies per person</b> An individual can qualify for funding twice, provided that the subsidies fall into different categories.</p>
<p><b>Up to five subsidies per chair group</b> For each chair group there is a maximum of five subsidies per calendar year, regardless of the category in which the subsidies fall. Moreover, the number of PhD students of any one chair group that participate in a PhD study trip counts in determining this total of five subsidies. For example, should four PhD students of the same chair group participate in the trip, this counts as four of the five subsidies. In the event that for instance 10 PhD students of the same chair group participate in the trip, all five subsidies are used up.</p>
<p><b>Apply a priori</b> A request for funding must be submitted in writing in advance of the relevant activity. Applicants should allow for a processing time of one month.</p>
<p><b>Funding is not provided for:</b> Personnel expenses, costs of capital goods, and regular publication and travel expenses.</p>
<p><b>Maximum funding amount</b> There is a maximum funding amount for each activity.</p>
<p><b>Co-financing</b> The LEB Foundation provides funding based on the principle of co-financing.</p>
<p><b>Tentative funding amount</b> A tentative funding amount is determined based on an estimate of expenses. The definitive funding amount is based on expenses actually incurred and can never exceed the tentative amount.</p>
<p><b>Payment afterwards</b> The payment of the subsidy takes place after the activity has been completed.</p>
<p><b>Reimbursement</b> The final statement of expenses must be submitted within one year from the date the tentative funding amount was assigned. If not, the subsidy will be null and void. Expense submissions that are delayed due to publication of proceedings at a later time are exempt from this requirement. In such cases, the deadline for submitting expense statements is three years, provided that the Secretary of the LEB Foundation is notified of the delay in writing within one year.</p>
<p><b>Disclaimer:</b> The Executive Committee of the LEB Foundation reserves the right to deviate from the guidelines based on financial or substantive considerations.</p>

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**Activities that qualify for funding:**

Category	Remarks	Funding
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 graduate school;</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 that they belong to) for the trip and these participants are not eligible to apply 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 €2500
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 in writing, preferably by email: [ufw@wur.nl](mailto:ufw@wur.nl).  
Post: Stichting LEB Foundation, P.O. Box 9101, 6700 HB Wageningen (Courier 75)

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 also that the maximum of two subsidies per person is not exceeded by the application
- For category A: proof of the presentation that is to be delivered
- For category B: List of participants of the PhD trip; in the event of a joint trip organized by several chair groups, it should be indicated on the list who belongs to which group chair.
- For category C: the training and supervision plan (TSP)

**Request for payment / statement of expenses:**

Following completion of the activity, a final statement of expenses must be submitted to the LEB Foundation before the applicable deadline (see general provisions).

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
- For category B, PhD-trip: list of participants
- Evaluation form