

## **Guidelines for financial support for research visits abroad from *SNF's Fund for Applied Research***

1. The Board of directors of the SNF Foundation each year determines the maximum amount that may be allocated to financial support for research visits abroad.
2. If deemed appropriate, the Board of directors can, in any year, on the advice of the business manager, restrict the share that may be allocated to the different groups:
  - SNF AS' permanent employees
  - Program directors at SNF AS
  - Employees in the university sector with affiliation to SNF AS
  - PhD scholars on leave from a permanent position at SNF AS
3. Applications must be submitted by the Foundation's regular application deadlines. The application shall:
  - Provide a description of the purpose of the visit. The description must include a justification substantiating that a grant will enhance the academic development of the applicant and serve SNF AS' objectives.
  - Provide a description of expenses (travel expenses, subsistence expenses and other additional expenses) as well as any earnings.
  - State whether an application for financial support for the same purpose has been/will be submitted to external sources. It is assumed that external funding will be applied for whenever possible.
4. The program director for the program area in question shall recommend/advise against all applications in writing. The program director shall also give a brief written evaluation of the applicant's involvement in the project activities at SNF AS during the last two years, and to which extent the applicant is included in any planned project activities. Applications from program directors are to be recommended or advised against in writing by SNF AS' managing director.
5. The business manager makes recommendations to the Board of directors. In general, SNF AS' permanent employees and program directors have preference over applicants affiliated to SNF AS, and those applicants with stronger actual affiliation to SNF AS have preference over those with weaker affiliation. The Board has the authority to waive the general requirements with respect to young researchers and female researchers in order to achieve desired recruitment or higher qualifications.
6. The contribution limits are as follows:
  - Documented travel expenses can be fully covered for SNF AS' permanent employees and program directors (and family members if relevant). Travel expenses are calculated based on the most economical fare available. Documented subsistence expenses are covered for a period of 3-11 months in accordance with the Research Council of Norway's scholarship rates.

- Other applicants, whose main employment is outside SNF AS, can apply for a maximum of 50% of documented subsistence expenses calculated on the basis of the Research Council of Norway's rates, and for travel expenses based on the most economical fare available. The Board has the authority to make exceptions from these constraints in cases where the applicant has made particularly important contributions to the activities of SNF AS.
7. After completion of the research visit, the recipient must submit a brief report about the activities and benefits of the visit. The form "Scientific and financial report for grant from SNF's Fund for Applied Research" must be used for this purpose.