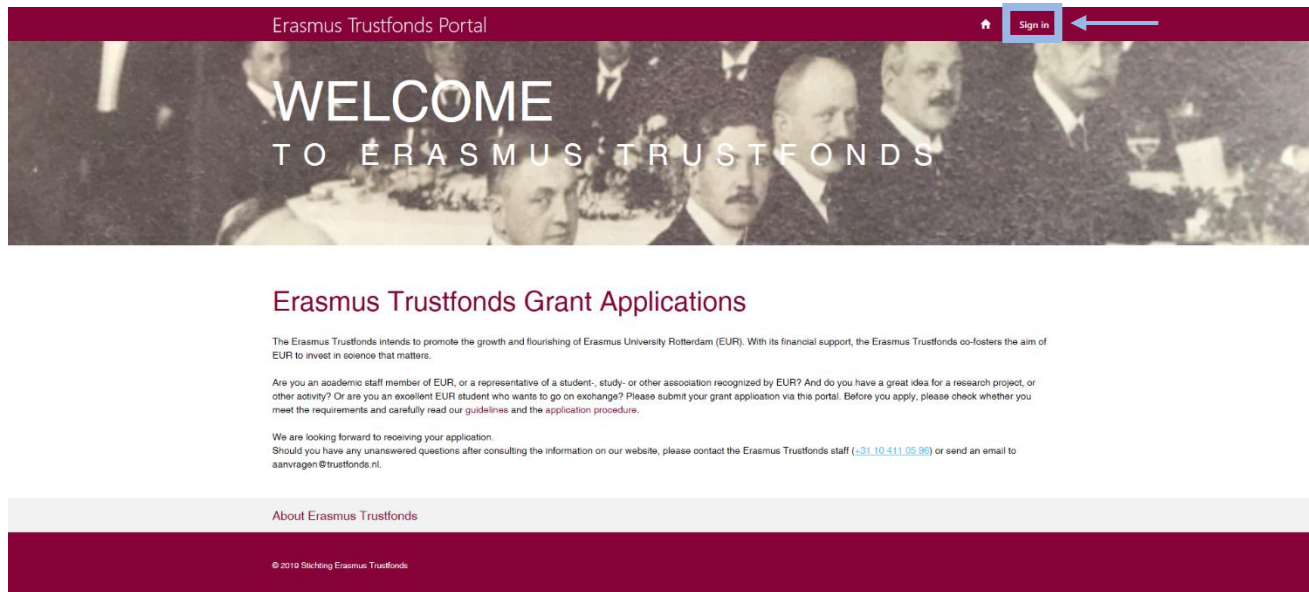
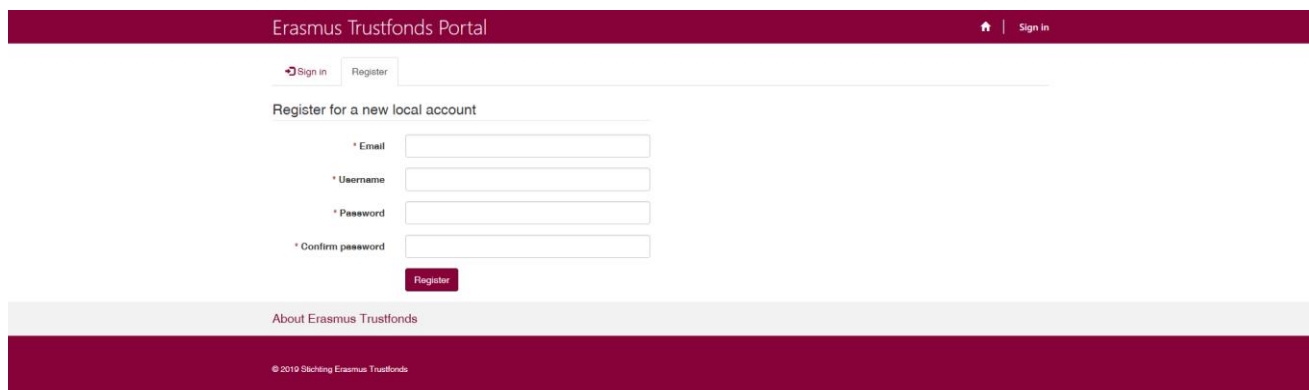


## Research & Education application instruction

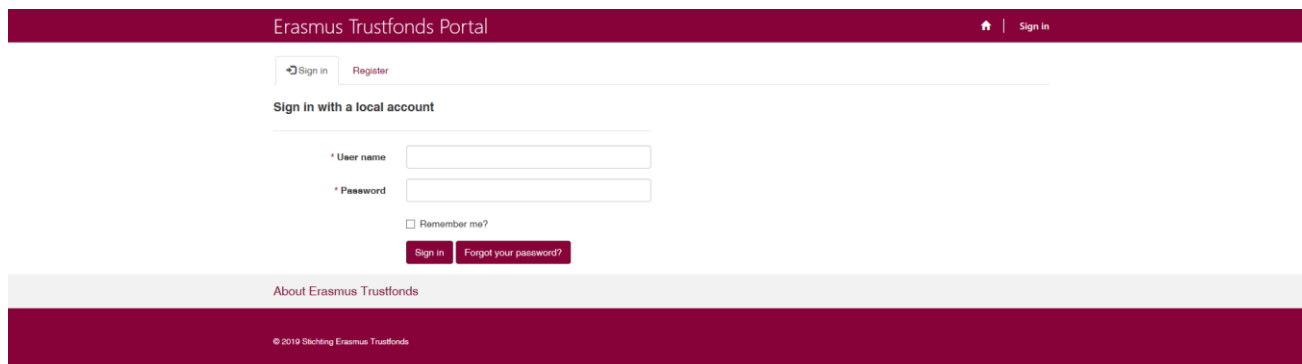
All grant applications have to be submitted via the Erasmus Trustfonds Portal. Go to [portal.trustfonds.nl](https://portal.trustfonds.nl) and click *sign in* in the upper right corner.



This will take you to a login page. If you haven't submitted a grant application via the portal before, click *register*. Fill in your email address, username and password and click *register* to make your account.

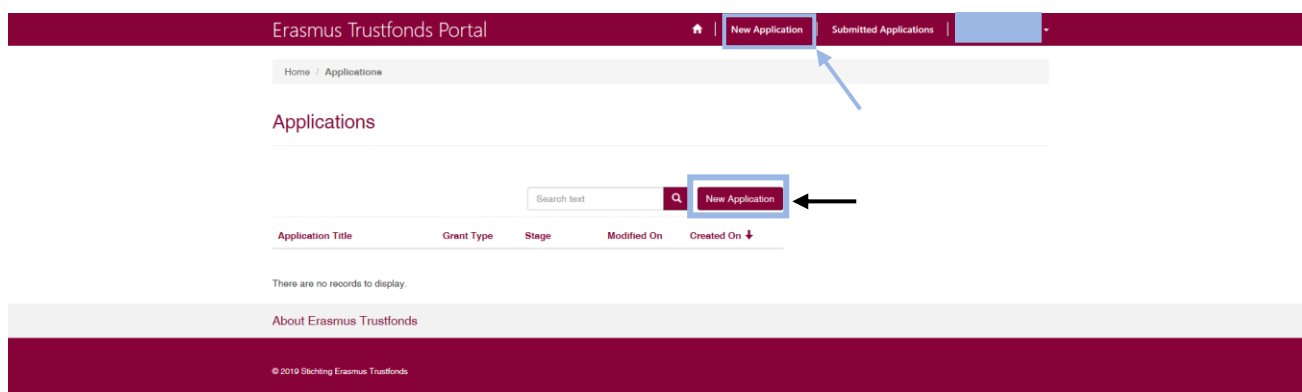


If you have used the portal before and already have an account, click *sign in*. Fill in your user name and password and click *sign in* to login.



The screenshot shows the login page of the Erasmus Trustfonds Portal. At the top, there is a dark red header with the text "Erasmus Trustfonds Portal" on the left and a home icon and "Sign In" link on the right. Below the header, there are two buttons: "Sign In" and "Register". Underneath, the text "Sign in with a local account" is displayed. The login form includes fields for "User name" and "Password", both marked with an asterisk. There is also a "Remember me?" checkbox. At the bottom of the form, there are two buttons: "Sign in" and "Forgot your password?". Below the form, there is a light gray footer with the text "About Erasmus Trustfonds" and a dark red footer with the text "© 2019 Stichting Erasmus Trustfonds".

Once you are signed in, click *New Application*. Click *New Application* again to start your application.



The screenshot shows the dashboard of the Erasmus Trustfonds Portal after login. At the top, there is a dark red header with the text "Erasmus Trustfonds Portal" on the left and a home icon, "New Application", and "Submitted Applications" on the right. Below the header, there is a breadcrumb trail "Home / Applications". The main content area is titled "Applications" and contains a search bar with the text "Search text" and a magnifying glass icon. To the right of the search bar, there is a button labeled "New Application" with a right-pointing arrow. Below the search bar, there is a table with the following columns: "Application Title", "Grant Type", "Stage", "Modified On", and "Created On" with a downward arrow. Below the table, there is a message "There are no records to display." Below the table, there is a light gray footer with the text "About Erasmus Trustfonds" and a dark red footer with the text "© 2019 Stichting Erasmus Trustfonds".

On the following pages you can see which information will be asked in the application. Each time you successfully continue to the next step of the application process, the information you provided will be saved. This means you can pause filling in the application if necessary and continue at a later time.

## 1 Application type

# Application (New)

---

<b>1 Application type</b>	2 Personal information	3 Project information	4 Budget	5 Application information
	6 Documents	7 Confirmation	8 Submit	

Please indicate whether you are a student or an employee and which grant type you would like to apply for. Note that students can only apply for grants in the categories Student Life, Student Support and Other Activities. Employees can apply for grants in the categories Other Activities, Research Visits, Research & Education and Conference Participation.

**Application Title \***

**Student or Employee \***

- Student  
 Employee

**Date of Application \***

**Grant Type \***

▼

- Student Support
- Student Life
- Other Activities
- Research Visit
- Research & Education
- Conference Participation

---

**Next**

## 2 Personal information

1 Application type ✓	<b>2 Personal information</b>	3 Project information	4 Budget
		5 Application information	6 Documents
7 Confirmation	8 Submit		

Under section 'Bank Details', please provide the details of your EUR department or the student association/EUR organization on whose behalf you apply.

**Application Title \***

test

**Grant Type \***

Research & Education

**Web Application ID**

GWA.100016

## Personal Information

**Preferred communication language \***

**Zip/Postal Code \***

**First Name \***

**City \***

**Last Name \***

**Email \***

**Full Formal Name \***

Prefix title(s), Initials, Family Name, Suffix title(s)

**Phone 1 \***

**Gender \***

**Phone 2**

**Date of Birth \***

MM/DD/YYYY

**Faculty \***

**Nationality \***

**Department \***

**Street Address \***

**Job title/profession \***

**Street Address line 2**

**Size of appointment at EUR \***

in FTE

**Research Program**

## Bank Details

---

Name Organisation \*

IBAN (Dutch) Bank Account \*

Use the following format: NL12ABCD0123456789

IBAN Bank Account Holder Name \*

Payment Reference: WBS nr. or Cost Center

Comments

---

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Next

### 3 Project information

1 Application type ✓	2 Personal information ✓	<b>3 Project information</b>	4 Budget
			5 Application information
6 Documents	7 Confirmation	8 Submit	

**Application Title \***

test

**Grant Type \***

Research & Education

**Web Application ID**

GWA.100016

### Project information

**Project title**

**Summary of research/project \***

max. 300 words

**Keywords \***

max. 6 keywords

**Aim & key objectives \***

max. 800 words

**Research/project description \***

max. 1000 words

**Research/project methodology \***

max. 500 words

**Research/project plan, including timeline \***

max. 500 words

**Knowledge utilization, including academic and societal relevance, key stakeholders \***

max. 1000 words

**What will be the tangible output of the research, e.g. publications? \***

max. 200 words

**Is it part of a larger research? \***

No  Yes

If yes, please specify

**Does this research & education project fit under an Erasmus Initiative? \***

If yes, please explain. Also indicate whether the research is recognized as part of an Erasmus Initiative by EUR and whether you receive funding from one of the initiatives.

max. 500 words

**How does this research & education project contribute to the aims of the Erasmus Trustfonds? \***

max. 250 words

**In case the amount requested exceeds €10.000, please provide the names, email addresses and affiliations of six suggested independent external reviewers.**

Please note that the reviewers should be independent of the applicant, co-applicants, and any person who may receive funding as a result of the grant application. The suggested external reviewers should not be employees of the EUR, close colleagues and collaborators, (former) supervisors, co-authors of publications or co-editors of journals or books.

**Do you have any additional information relevant for your application?**

Previous

Next

## 4 Budget

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget
5 Application information	6 Documents	7 Confirmation	8 Submit

Please provide total amounts per cost item for the duration of the activity. Use the down-arrow on the right-hand side to edit the budget line. If a pre-filled description is not applicable, you can either change the description or add more budget lines.

Application Title \*

test

Grant Type \*

Research & Education

Web Application ID

GWA.100016

## Budget

New Budget line

Category ↑	Description	Amount
Expenses	Personnel costs	▼
Expenses	Marketing & communication costs	▼
Expenses	Material costs	▼
Income	Contribution EUR	▼
Income	Contribution faculty	▼
Income	Contribution department	▼
Income	Subsidies and grants	▼

Percentage financed by EUR bodies and 3rd parties \*

Amount Requested from Erasmus Trustfonds \*

Explanatory notes to the budget

Previous

Next



## 5 Application information

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓
<b>5 Application information</b>	6 Documents	7 Confirmation	8 Submit

**Application Title \***

test

**Grant Type \***

Research & Education

**Web Application ID**

GWA.100016

## Application information

**Did you apply for other funding? \***

No  Yes

Please notify the Erasmus Trustfonds of the outcome of currently pending applications

**Additional information other funding**

If yes, please provide the name of the institution, the amount you requested and the status of the application e.g. rejected, granted or under consideration.

**Have you received a grant from the Erasmus Trustfonds before? \***

No  Yes

**Additional information previous grants**

If yes, please provide the title of the project, the amount of the previous grant(s) and the date of your previous application.

**Comments**

Previous

Next

## 6 Documents

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓
5 Application information ✓	<b>6 Documents</b>	7 Confirmation	8 Submit

The Erasmus Trustfonds wants to ensure that the finances of the activity are managed well and that the bank details provided in this application are correct. Use the 'send PDF' button to send a PDF template, for the controller to sign, to your email address. Please upload the approval by the controller and the other mentioned documents. You can do so by clicking the button 'Add files'. The documents marked with an asterisk are mandatory documents.

Send PDF

Application Title \*

test

Grant Type \*

Research & Education

Web Application ID

GWA.100016

Please provide the contact details of the controller involved.

Name \*

Email Controller \*

Job title \*

Telephone \*

## Supporting documents

+ Add files

- Cover letter \*
- Curriculum Vitae \*
- Project description (if available)
- Budget in own format (if available)
- Letter of endorsement from a full professor \*
- Letter of endorsement from the faculty dean (if application concerns €50.000 or more) or head of the department
- Statement of approval from the correct ethics review committee and/or license on the basis of the Population Screening Act (if available)
- Proof of bank account holder's name/financial identification \*
- Approval controller \*

## Comments

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## 7 Confirmation

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓
5 Application information ✓	6 Documents ✓	7 Confirmation	8 Submit

**Application Title \***

test

**Grant Type \***

Research & Education

**Web Application ID**

GWA.100016

## Confirmation

The Erasmus Trustfonds is an independent organization. By submitting this application I authorize the Erasmus Trustfonds to share the status of my application with the Erasmus University Rotterdam (EUR), its faculties, departments and institutions. I have completed the form with the information to the best of my knowledge. I explicitly consent to Erasmus Trustfonds and/or EUR to process and retain my data as supplied on this application form. Erasmus Trustfonds and/or EUR will process this data in accordance with the legal requirements. Data will be used and securely retained by these parties in order to process this application, to evaluate the project and to process future learn, earn, return matters. We will not give the data to any third parties if permission has not been granted.

**General confirmation \***

With this application, I declare to adhere to the Dutch Code of Conduct for Academic Integrity as also endorsed by the Erasmus University and the Erasmus MC. In accordance with the policy of the Erasmus University and the Erasmus MC, the proposed research has been tested by the designated ethical committee of the relevant faculty where the lead applicant has been appointed. As part of the ethical review, where applicable, reviewing was also done for methodology and research data management. The result of the ethical review is attached as an appendix to this application. If applicable, a review by an Animal Experiments Committee has also taken place and an agreement is available from the Central Animal Testing Commission before a definitive grant allocation can take place.

**Code of conduct \***

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## 8 Submit

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓
5 Application information ✓	6 Documents ✓	7 Confirmation ✓	8 Submit

Submit application