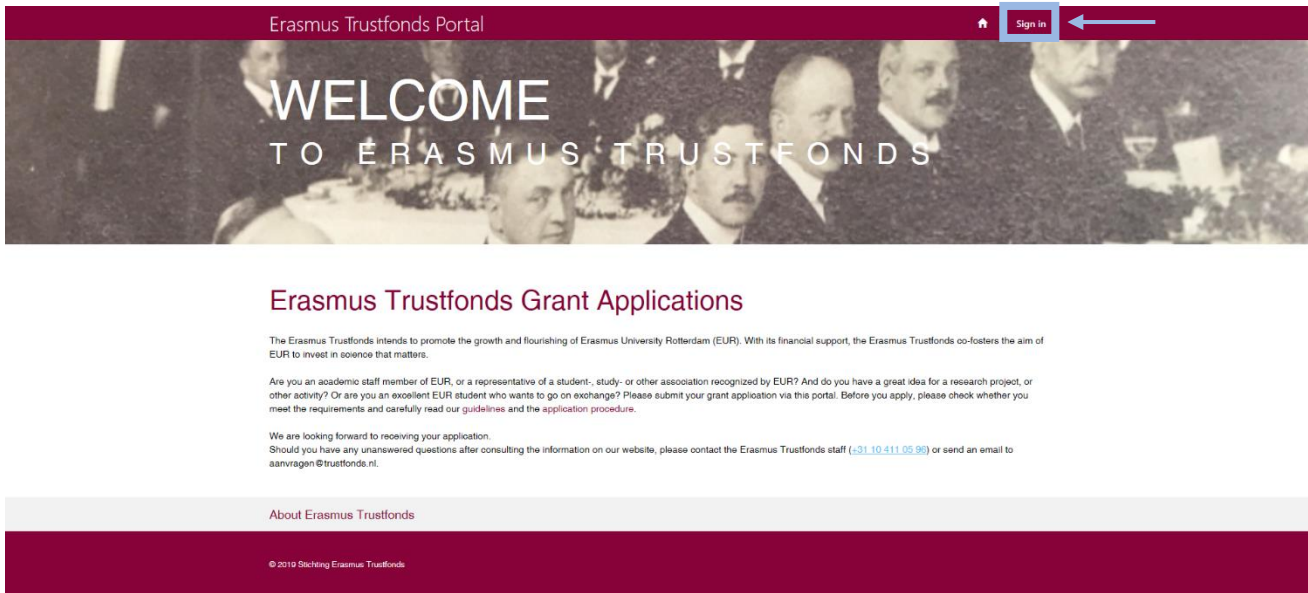


Student Life application instruction

All grant applications have to be submitted via the Erasmus Trustfonds Portal. Go to portal.trustfonds.nl and click *sign in* in the upper right corner.



Erasmus Trustfonds Portal

Sign in

WELCOME TO ERASMUS TRUSTFONDS

Erasmus Trustfonds Grant Applications

The Erasmus Trustfonds intends to promote the growth and flourishing of Erasmus University Rotterdam (EUR). With its financial support, the Erasmus Trustfonds co-fosters the aim of EUR to invest in science that matters.

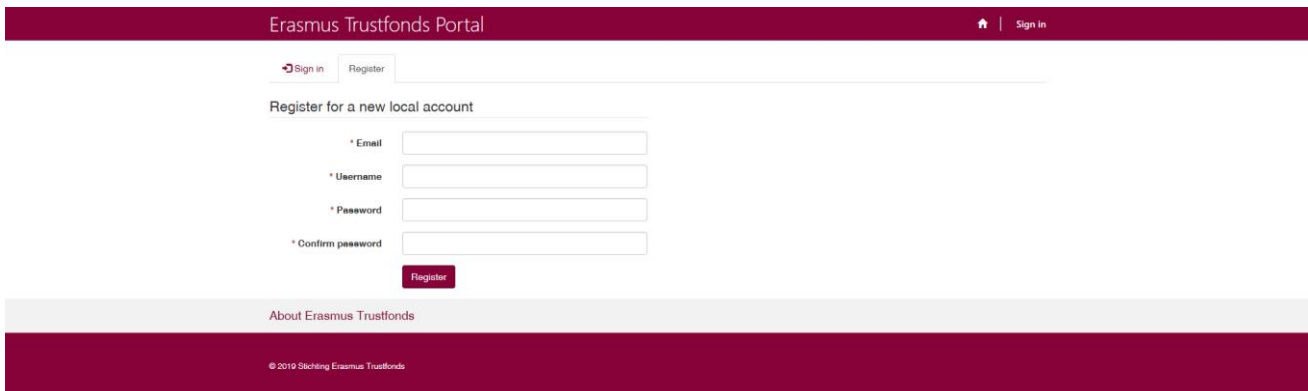
Are you an academic staff member of EUR, or a representative of a student-, study- or other association recognized by EUR? And do you have a great idea for a research project, or other activity? Or are you an excellent EUR student who wants to go on exchange? Please submit your grant application via this portal. Before you apply, please check whether you meet the requirements and carefully read our [guidelines](#) and the [application procedure](#).

We are looking forward to receiving your application.
Should you have any unanswered questions after consulting the information on our website, please contact the Erasmus Trustfonds staff (+31 10 411 05 98) or send an email to aanvragen@trustfonds.nl.

About Erasmus Trustfonds

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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.



Erasmus Trustfonds Portal

Sign in | Sign in

Sign in Register

Register for a new local account

* Email

* Username

* Password

* Confirm password

Register

About Erasmus Trustfonds

© 2019 Stichting Erasmus Trustfonds

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. There are two input fields: "* User name" and "* Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form, there are two buttons: "Sign in" and "Forgot your password?". The footer of the page contains the text "About Erasmus Trustfonds" and "© 2019 Stichting Erasmus Trustfonds".

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

The screenshot shows the "Applications" 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, "New Application", and "Submitted Applications" on the right. Below the header, there is a breadcrumb trail "Home / Applications". The main heading is "Applications". There is a search bar with the text "Search text" and a magnifying glass icon. To the right of the search bar is a button labeled "New Application". Below the search bar, there is a table with the following columns: "Application Title", "Grant Type", "Stage", "Modified On", and "Created On". Below the table, there is a message that says "There are no records to display.". The footer of the page contains the text "About Erasmus Trustfonds" and "© 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)

1 Application type

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 ✓

2 Personal information

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 *

Student Life

Web Application ID

GWA.100011

Personal information

Preferred communication language *

Phone 1 *

First Name *

Phone 2

Last Name *

Street Address *

Full Formal Name *

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

Street Address line 2

Date of Birth *

MM/DD/YYYY

Zip/Postal Code *

Gender *

City *

Nationality *

EUR student number *

Email *

Faculty *

Department *

Bank Details

Name Organisation *

IBAN at Dutch bank *

Use the following format: NL12ABCD0123456789

Position/title at the organization

IBAN Bank Account Holder Name *

Payment reference: WBS-number or cost centre department

Comments

Previous

Next

3 Project information

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 *

Student Life

Web Application ID

GWA.100011

Project Information

Project title

Start date *

MM/DD/YYYY



End date *

MM/DD/YYYY



Summary of activities *

max. 300 words

Aim & key objectives *

max. 800 words

Project description *

max. 1000 words

Project plan, including timeline *

max. 500 words

People involved

Please provide name, function, faculty and department of max. 5 people

Does it concern a yearly reoccurring activity? *

No Yes

Are the activities part of a study programme? *

No Yes

If yes, please explain

Please mention study, amount of ECTS granted etc.

Number of participating EUR students *

Number of participating EUR academic staff *

Number of other participants *

How does this activity contribute to the aims of the Erasmus Trustfonds? *

max. 250 words

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 site 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 *

Student Life

Web Application ID

GWA.100011

Budget

New Budget line

| Category ↑ | Description | Amount |
|------------|---------------------------------|--------|
| Expenses | Personnel costs | ▼ |
| Expenses | Marketing & communication costs | ▼ |
| Expenses | Material costs | ▼ |
| Income | Contribution participants | ▼ |
| Income | Contribution organizing parties | ▼ |
| Income | Sponsors | ▼ |

Percentage financed by EUR bodies and 3rd parties *

Amount Requested from Erasmus Trustfonds *

Explanatory notes to the budget

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Next

5 Application information

| | | | |
|----------------------------------|--------------------------|-------------------------|------------|
| 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 *

Student Life

Web Application ID

GWA.100011

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

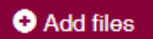
6 Documents

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

Please upload the mentioned documents. You can do so by clicking the button 'Add files'. The documents marked with an asterisk are mandatory documents.

| | | |
|----------------------------|---------------------|---------------------------|
| Application Title * | Grant Type * | Web Application ID |
| test | Student Life | GWA.100011 |

Supporting documents

 Add files

- Cover letter *
- Project description *
- Budget in own format (if available)
- Letter of endorsement from the faculty dean or head of the department (if available)
- Articles of association of initiating organization (if available)
- Proof of bank account holder's name/financial identification *

Comments

[Previous](#)

[Next](#)

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 *

Student Life

Web Application ID

GWA.100011

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 Title *

test

Student or Employee *

Student

Grant Type *

Student Life

Date of Application *

10/10/2019

Previous