

## Other Activities 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.

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](mailto: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

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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 a "Remember me?" checkbox below the password field. 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 dashboard of the Erasmus Trustfonds Portal after a user is logged in. The dark red header now includes a home icon, a "New Application" button (highlighted with a blue box and an arrow), and a "Submitted Applications" button. Below the header, there is a breadcrumb trail "Home / Applications". The main heading is "Applications". Below this, there is a search bar with the placeholder text "Search text" and a search icon. A "New Application" button (highlighted with a blue box and an arrow) is located to the right of the search bar. Below the search bar, there is a table with the following columns: "Application Title", "Grant Type", "Stage", "Modified On", and "Created On" (with a dropdown arrow). Below the table, the text "There are no records to display." is shown. 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)

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

<b>Application Title *</b>	<b>Grant Type *</b>	<b>Web Application ID</b>
werk	Other Activities	GWA.100014

## Personal Information

<b>Preferred communication language *</b>	<b>Zip/Postal Code *</b>
<input type="text"/>	<input type="text"/>
<b>First Name *</b>	<b>City *</b>
<input type="text"/>	<input type="text"/>
<b>Last Name *</b>	<b>Email *</b>
<input type="text"/>	<input type="text"/>
Prefix title(s), Initials, Family Name, Suffix title(s)	<input type="text"/>
<input type="text"/>	
<b>Gender *</b>	<b>Phone 2</b>
<input type="text"/>	<input type="text"/>
<b>Date of Birth *</b>	<b>Faculty *</b>
MM/DD/YYYY	<input type="text"/>
<input type="text"/>	
<b>Nationality *</b>	<b>Department *</b>
<input type="text"/>	<input type="text"/>
<b>Street Address *</b>	<b>Job title/profession *</b>
<input type="text"/>	<input type="text"/>
<b>Street Address line 2</b>	<b>Size of appointment at EUR *</b>
<input type="text"/>	in FTE
	<input type="text"/>
	<b>Research Program</b>
	<input type="text"/>

## Bank Details

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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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### 3 Project information

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**Application Title \***

werk

**Grant Type \***

Other Activities

**Web Application ID**

GWA.100014

## Project information

**Project title**

**Start date \***

MM/DD/YYYY



**End date \***

MM/DD/YYYY



**Summary of activities \***

max. 300 words

**Keywords \***

max. 6 keywords

**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 for max. 5 people.

**What are the expected outcomes of the project? \***

**Does it concern a yearly reoccurring activity? \***

No  Yes

**Are the activities part of a study programme? \***

No  Yes

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**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

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

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## 4 Budget

1 Application type ✓	2 Personal information ✓	3 Project information ✓	<b>4 Budget</b>
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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 \***

werk

**Grant Type \***

Other Activities

**Web Application ID**

GWA.100014

## Budget

New Budget line

Category ↑	Description	Amount
Expenses	Personnel costs	▼
Expenses	Marketing & communication costs	▼
Expenses	Material costs	▼
Income	Contribution EUR	▼
Income	Contribution organizing parties	▼

**Percentage financed by EUR bodies and 3rd parties \***

**Amount Requested from Erasmus Trustfonds \***

**Explanatory notes to the budget**

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## 5 Application information

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**Application Title \***

werk

**Grant Type \***

Other Activities

**Web Application ID**

GWA.100014

## 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**

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## 6 Documents

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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 \*

werk

Grant Type \*

Other Activities

Web Application ID

GWA.100014

## Controller contact details

Name \*

Email Controller \*

Job title \*

Telephone \*

## Supporting documents

+ Add files

- |   |  |
|---|--|
| <input type="checkbox"/> Cover Letter *                                     | <input type="checkbox"/> Letter of endorsement from a full professor *   |
| <input type="checkbox"/> Project description *                              | <input type="checkbox"/> Letter of endorsement from the faculty dean (if application concerns €50.000 or more) or head of the department |
| <input type="checkbox"/> Budget in own format (if available)                | <input type="checkbox"/> Proof of bank account holder's name/financial identification *  |
| <input type="checkbox"/> Articles of association of initiating organization | <input type="checkbox"/> Approval controller *   |

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## 7 Confirmation

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**Application Title \***

werk

**Grant Type \***

Other Activities

**Web Application ID**

GWA.100014

## 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

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Submit application