

## Research Visit 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

© 2019 Stichting Erasmus Trustfonds

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 navigation bar with the text "Erasmus Trustfonds Portal" on the left and a home icon and "Sign in" link on the right. Below the navigation bar, 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 navigation bar with the text "Erasmus Trustfonds Portal" on the left and a home icon, "New Application", and "Submitted Applications" on the right. Below the navigation bar, 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: "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)

<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.

<b>Application Title *</b>	<b>Grant Type *</b>	<b>Web Application ID</b>
test	Research Visit	GWA.100015

## 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"/>
<b>Full Formal Name *</b>	<b>Phone 1 *</b>
Prefix title(s), Initials, Family Name, Suffix title(s)	<input type="text"/>
<input type="text"/>	<b>Phone 2</b>
<b>Gender *</b>	<input type="text"/>
<input type="text"/>	<b>Faculty *</b>
<b>Date of Birth *</b>	<input type="text"/>
MM/DD/YYYY	<b>Department *</b>
<input type="text"/>	<input type="text"/>
<b>Nationality *</b>	<b>Job title/profession *</b>
<input type="text"/>	<input type="text"/>
<b>Street Address *</b>	<b>Size of appointment at EUR *</b>
<input type="text"/>	in FTE
<b>Street Address line 2</b>	<input type="text"/>
<input type="text"/>	<b>Research Program</b>
	<input type="text"/>

## 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

---

Previous

Next

### 3 Project information

## Application (New)

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

**Application Title \***

visit screen

**Grant Type \***

Research Visit

**Web Application ID**

GWA.101219

### Project information

**Project title**

**Hosting institution \***

**Hosting institution department**

**Hosting institution city \***

**Hosting institution country \***

**Start date \***

MM/DD/YYYY

 

**End date \***

MM/DD/YYYY

 

**Aim of the research visit \***

Max. 1,400 characters, including spaces and punctuation

**Why did you choose this particular host institution? \***

Max. 1,750 characters, including spaces and punctuation

**EUR supervisor 1 name \***

**EUR supervisor 1 email \***

**EUR supervisor 2 name**

**EUR supervisor 2 email**

**Layman's Summary \***

Max. 1,400 characters, including spaces and punctuation

**Keywords \***

max. 6 keywords

**Aim & key objectives \***

Max. 1,400 characters, including spaces and punctuation

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

Max. 2,000 characters, including spaces and punctuation

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

Max. 1,500 characters, including spaces and punctuation

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

No  Yes

**If yes, please specify**

**Does this project fit under an Erasmus Initiative or one of the Convergence themes? \***

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

Max. 1,000 characters, including spaces and punctuation

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

[Previous](#)

[Next](#)



## 4. Budget

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

<b>Application Title *</b>	<b>Grant Type *</b>	<b>Web Application ID</b>
test	Research Visit	GWA.100015

## Budget

New Budget line

Category ↑	Description	Amount
Expenses	Travel expenses Netherlands - destination	▼
Expenses	Accommodation (lodging, no meals)	▼
Expenses	Cost of living abroad	▼
Income	Contribution EUR	▼
Income	Contribution faculty	▼
Income	Contribution department	▼
Income	Subsidies and grants	▼
Income	Personal contribution	▼

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 Visit

**Web Application ID**

GWA.100015

### 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 Visit

Web Application ID

GWA.100015

## Controller contact details

Name \*

Email Controller \*

Job title \*

Telephone \*

## Supporting documents

+ Add files

Cover letter \*

Curriculum Vitae \*

Project description (if available)

Proof of bank account holder's name/financial identification \*

Proof of acceptance to the conference/invitation from the university you are visiting \*

Recommendation letter from the involved EUR supervisor 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)

Approval controller \*

## 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

<b>Application Title *</b>	<b>Grant Type *</b>	<b>Web Application ID</b>
test	Research Visit	GWA.100015

### 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 \***

Previous

Next

## 8 Submit

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

Submit application