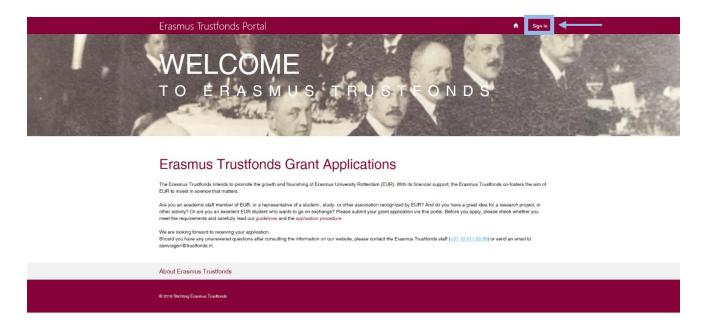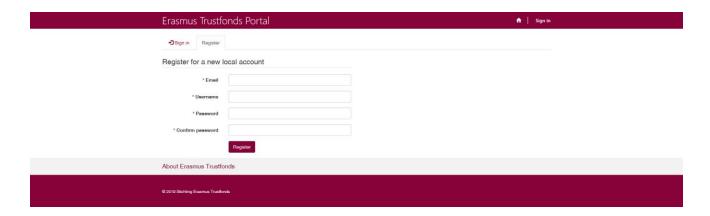**Other Activities application instruction**

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.
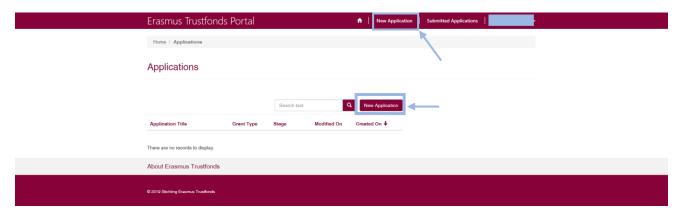

This will take you to a login page. If you haven't submitted a grant application via the portal before, click *register.* Fill in your email address, username and password and click *register* to make your account.

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.

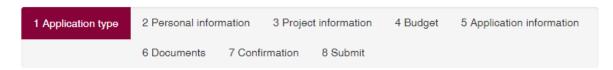Once you are signed in, click *New Application.* Click *New Application* again to start your application.

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 *	Grant Type *	Web Application ID
werk	Other Activities	GWA.100014

Personal Information

Preferred communication language *

[▼]

First Name *

[   ]

Last Name *

[   ]

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

[   ]

Gender *

[▼]

Date of Birth *

MM/DD/YYYY

[📅]

Nationality *

[   ]

Street Address *

[   ]

Street Address line 2

[   ]

Zip/Postal Code *

[   ]

City *

[   ]

Email *

[   ]

[   ]

Phone 2

[   ]

Faculty *

[▼]

Department *

[   ]

Job title/profession *

[   ]

Size of appointment at EUR *

in FTE

[   ]

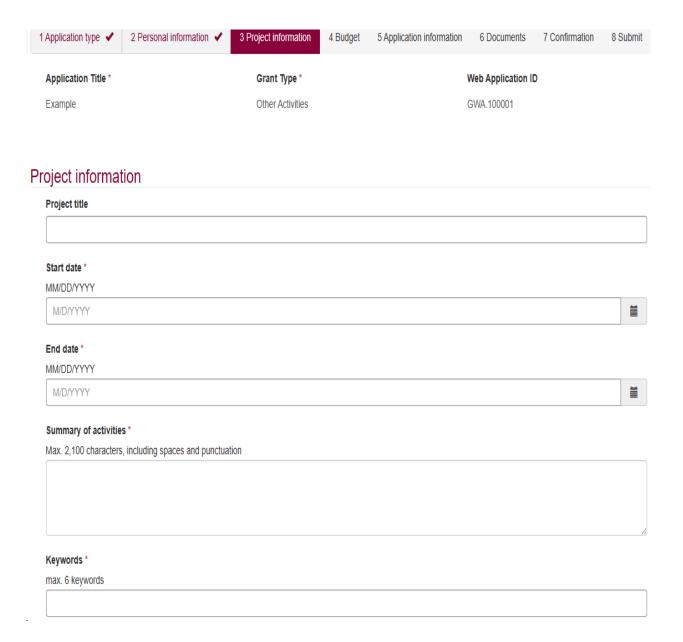**Research Program**

[   ]

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

[Previous] [Next]

3 Project information

Application Title *	Grant Type *	Web Application ID
Example	Other Activities	GWA.100001

Project information

Project title

Start date *
MM/DD/YYYY

M/D/YYYY 📅

End date *
MM/DD/YYYY

M/D/YYYY 📅

Summary of activities *
Max. 2,100 characters, including spaces and punctuation

Keywords *
max. 6 keywords

Aim & key objectives *

Max. 1,400 characters, including spaces and punctuation

Project description *

Max. 3,500 characters, including spaces and punctuation

Project plan, including timeline *

Max. 2,000 characters, including spaces and punctuation

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

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

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. 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 ✔	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 *	Grant Type *	Web Application ID
werk	Other Activities	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 *
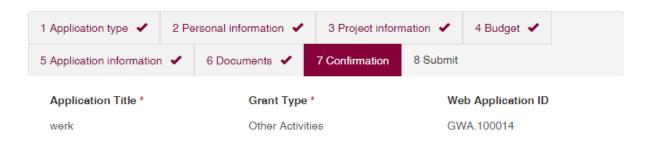
[   ]

Explanatory notes to the budget

[   ]

Previous   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 *	Grant Type *	Web Application ID
werk	Other Activities	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.

Previous Next

6 Documents

1 Application type ✔	2 Personal information ✔	3 Project information ✔	4 Budget ✔
5 Application information ✔	6 Documents	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 *	**Grant Type ***	**Web Application ID**
werk	Other Activities	GWA.100014

Controller contact details

Name *

Email Controller *

Job title *

Telephone *

Supporting documents

⊕ Add files

☐ Cover Letter *

☐ Letter of endorsement from a full professor *

☐ Project description *

☐ Letter of endorsement from the faculty dean (if application concerns €50.000 or more) or head of the department

☐ Budget in own format (if available)

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

☐ Articles of association of initiating organization

☐ 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

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

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

Submit application