

Guidelines for applying for funds for conferences and certain other expenses for doctoral students

As a doctoral student admitted to one of the department's PhD programs you can apply for funds to cover costs for such activities as are required for you to be able to fulfill the postgraduate qualitative targets. This mainly concern costs for conference participation where you present your research as well as travel in connection with data collection and course participation at another university. The benchmark is that every doctoral student towards a doctoral degree should be given the opportunity to participate with presentations of ongoing research at two conferences during their PhD studies, one of which should be an international conference. For doctoral students studying towards a licentiate degree, the benchmark is to present ongoing research at least once (preferably at an international conference). For externally financed doctoral students who are studying towards a licentiate degree, costs incurred in connection with conference travel are normally covered by the doctoral student's external employer.

In addition to conference participation as stated above, the department also covers costs deemed necessary to fulfil the qualitative targets and present results. It mainly concerns costs for licenses for analysis programs as well as costs for language review and, where applicable, costs for publishing in open access journals.

You are encouraged to seek funding from external financiers if possible (for example, Stockholm University's donation scholarships and other forms of scholarship). External contributions to the department's activities give us better opportunities for more people to take part in the grant funds available to the department, and it is also a useful exercise to write grant applications. It is important that you have a continuous dialogue with your supervisors about this and also with the director of studies concerned.

Applying for funds for conference participation and travel

Applications for funds for conference participation and other travel costs can be made on an ongoing basis. The application is made in an email to forskarutbildning.did@su.se.

The Stockholm university travel policy must be honoured for all business travel and bookings that are made via our procured travel agency. Find out the approximate cost of travel and accommodation before submitting the application for funding. The application for funds for conference participation and travel must contain the following information:

- Subject of the email: "Application for conference funds"
- Applicant's name
- Main supervisor
- The application relates to: conference presentation, course, etc.
- Name of the conference and link to the conference website, alternatively name of the course, university and link to the course website
- Time/period for conference/course or equivalent:
- Submitted abstract for conference has been accepted, alternatively certificate of admission to course
- Principal supervisor approves
- Whether funds have been applied for from another financier and when a decision from there is expected

- Total amount applied for, specify the following:
 - o For conferences - conference fee
 - o Cost of travel
 - o Cost of accommodation

Applying for funds for certain other costs

Purchases of goods and services are handled via central functions at the department. If you need a specific program for data analysis, language review or other services/goods that are necessary in your thesis work, contact your subject studies director for discussion. Note that the department does not reimburse costs for course literature (or equivalent) and that costs for language review is normally only covered for texts that are not written in the doctoral student's first language. The director of studies concerned decides and handles the purchase.