Policy for travel and research activity funding for UID staff

In the yearly budget, Umeå Institute of Design allocates a certain sum to be used as funding for research related travel and activities. The total amount of funding is proportional to the UID economical capacity, and shall be budgeted and followed up on a regular basis. This policy applies specifically to these allocated funds, and does not cover travel or activities that are planned and carried out within programme and course budgets, or on a strategic UID level (such as UID “official” representation at for example DRS, Cumulus or Cirrus conferences or specifically strategic meetings or design events/fairs).

The following principles are valid until further notice when it comes to applying for allocated funding for travel and research related activities at Umeå Institute of Design. The department can deviate from these principles if it can be considered to be in the general interest of UID. Such deviation shall always be motivated in writing.

Who can apply for funding?
Funding for UID employees can only be granted for applicants who have a minimum of 30% employment over a period of at least 6 months. Funding is not normally granted during leave of absence.

When to apply?
Applications for funding can be handed in three times a year (suggested dates: 15 September, 15 January and 15 May). In certain circumstances, applications can be handed in also at other times.

How to apply?
Applicants shall always account in detail for the purpose of the travel or activity, give a cost estimate, and inform about which other funding has been applied for within and outside the university, and also how the outcome of the travel/activity will be connected back to UID. The application form on the UID web site should be used.

Principles for allowance of travel funding
Funding can be granted for participation in conference or equivalent, research meetings and for collecting or producing research materials. In order to be eligible for funding of conference travel or research meeting, at least one of the following criteria must be met:

- the applicant presents a conference contribution (talk, paper or poster).

- the applicant organises a conference session or workshop.

- the applicant chairs a session or is commentator or similar.

UID normally only grants funding for travel, lodging and conference fee or similar. Meal costs (traktamente) is not covered, even if the costs should be lower than the maximum limit allowed.
**Funding is granted according to the following limits:**

- within Sweden, maximum 5000:-
- within Europe, maximum 7000:-
- outside Europe, maximum 9000:-

The maximum amount allowed per year and employee is 9000:-.

In order to be granted travel funding from UID, the applicant should also use the resources available for application from other funds within and outside the university. In cases where such obvious possibilities for funding are not used (such as the Kempe foundation, Wallenberg donation or Designfakulteten) the maximum amount will be reduced with 50%. Possibilities to use funding from eventual external research projects will also be considered in the evaluation process.

**Feedback from the travel to UID**

UID can grant travel funding when the outcome or the travel somehow can be expected to contribute to research and education at UID. This can be done in direct ways, at seminars, school meetings and Wednesday lectures, but also more indirectly and generally (for example by contributing to a more research related education, or similar).

**Principles for granting funding for research activities**

When it comes to granting funding for collection or production of research material, other costs than travel or lodging can also be relevant, for example for materials. Such costs shall always be motivated specifically in the application. In order for allowing funding for collecting or producing research material, one of the following criteria should be fulfilled:

- applicant has no external funding for research
- applicant has no own expense means for research
- arguments for relevance and need for means can be verified through research project/individual study plan in relation to existing expense or project means.

**Preparation and decision**

Applications are prepared and prioritised by the Research council. Decisions are made at the Decision meeting.