

Reimbursements and subsidies from the Institute for History

(version APRIL 2024)

Subsidies concerning teaching activities

Requests for subsidies concerning teaching in the different programs that employees of the IH are active in (History, European Union Studies, International Studies, Latin America Studies, Russian Studies and Languages and Cultures of Africa) must be directed to the program board in question. This includes field trips and guest lectures. Keep in mind that the budgets of the different programs are limited.

Research Specialisation Budgets

The research specialisations each have their own budget for the organisation of seminars, workshops, reflection meetings, etc. If you wish to organize an event that fits within the annual programme of the research specialisation, you can contact the chair or secretary of the specialisation to discuss available budget.

Subsidies for conference visits, (archival) research, editing and conference organization

For all research related activities, like conference visits, research, translation and/or editing and the organization of conferences, reimbursements and subsidies are available from the Institute. In what follows, the different options and procedures are being explained.

[Legend]

[IM] For matters where a request for subsidies is not required, staff members may arrange funding with the Institute Manager directly.

[MT] For matters where approval of the MT is needed, staff members may submit an application with the MT before the trip or activity takes place via the appropriate digital application forms ([available online](#)) or if no form is available via institute.history@hum.leidenuniv.nl. Applicants can usually expect a decision within three weeks, however, this may take a longer during the holidays.

[PL] For these matters please contact the Project Leader.

[RS] Check with Research Specialization for budget options

Conference visits

- Staff members in tenured (or tenure track) positions who do not have access to a personal fund (BSF) or substantial designated funds may request a reimbursement of up to € 1000,- (Europe) of € 1750,- (outside Europe) for presenting a paper. A digital application form can be found [online](#). [MT]
- PhD students and postdocs working in a project: to be decided by their project leader. Reimbursement from the project funds. [PL]
- PhD students and postdocs who are directly appointed by the institute: to be decided by the institute. A digital application form can be found [online](#). [MT]

Conferences/workshops/lectures organized from within the Institute

- Conference/workshop: up to € 2000,- for conference venues, travel expenses, hotel costs and costs for catering. The application must contain at least a program and a budget overview and must be submitted to [LUF](#) as well. A digital application form can be found [online](#). [MT]

- Lecture: up to € 500,- in the case of a speaker from abroad, € 200,- in the case of a speaker from the Netherlands, for conference venues, travel expenses, hotel costs and/or costs for catering. For a lecture series, subsidies can be requested for a maximum of two lectures per calendar year. If you wish to organize a lecture (series) that fits the annual programme of the research specialisation, please contact them first. [RS/MT]
- For conferences/workshops/lectures organized together with other institutes/universities/other institutions the requested amount may be as high as the amount the other organizer provides. A digital application form can be found [online](#). [MT]

Translation/editing costs

- Staff members in tenured (or tenure track) positions who do not have access to a personal fund (BSF) or substantial designated funds: may request up to € 1500,- for editing and the translation (Dutch to English) of book publications (monographs). Up to € 400,- may be requested for an article published in a journal. A request can be sent to the secretariat via institute.history@hum.leidenuniv.nl. [MT]

Business trips/traveling on behalf of research

- International business trips/archive visits by staff members in tenured (or tenure track) positions who do not have access to a personal fund (BSF) or substantial designated funds: an application can be made for reimbursement for up to € 1000,- (Europe) or €1750 (outside Europe) per calendar year. A digital application form can be found [online](#). [MT]
- PhD students and postdocs not working in a project may submit an application to the Institute's board. The digital application form can be found [online](#). [MT]
- PhD students and postdocs working in a project: to be decided by their project leader. Reimbursement from the project funds. [PL]
- Business trips/archive visits in the Netherlands or in the Dutch speaking region of Belgium by staff members in tenured (or tenure track) positions: full reimbursement of actual costs, by car or second-class train ticket. [IM]
- External PhD students: no possibilities for subsidies.

Inaugural lectures and valedictory lectures/dinner

- All costs connected to the inaugural lecture (e.g. gown, reception, booklet with the lecture text) are to be paid for by the professor.
- For the valedictory lecture the reception is paid for by the Faculty board. Contact the Faculty board secretariat for information.
- Upon retirement of a professor, associate professor or assistant professor, the farewell dinner (with the section or others) is paid for by the institute for an amount of up to € 1000,-. [IM]

Other meetings

- The organization of the annual PhD trip and postdoc meeting can expect a financial contribution. [MT]
- The eight teaching groups within the Institute have a small annual budget at their disposal, as do the six research specialisations.

Other personnel costs

- Moving expenses: up to €1500,- (from within the European continent) or up to €2500,- (from outside the European continent) for staff members in a tenured (or tenure track) position, or

temporary lecturers/assistant professors with an appointment for at least three years and more than 0,5 fte. This subsidy is only for moving from abroad. [IM]

- Dutch language course: full reimbursement for new employees with a tenured (or tenure track) position. [IM]
- Other language courses: level 1 till 4-5-6 (depending on the language). When there is a proven relevance for research/teaching an application can be made for the reimbursement of two courses. [MT] PhD students and postdocs working in a project: to be decided by their project leader. Reimbursements from project funds. [PL]
- Business cards: staff members in tenured (or tenure track) positions can receive business cards paid for by the institute. Please contact the secretariat to order the business cards. PhD students and postdocs working in a project: to be decided by their project leader. [PL]

Research schools

- The Institute for History pays for the membership of a research school for PhD students. They can arrange the registration themselves, but they must notify the IM. This does not concern external PhD students. Any additional costs (train tickets/hotel costs) are to be paid for by the project the PhD student is part of. [IM/PL]

PhD defences

- PhD committee: if a member of the reading committee has to come to Leiden from abroad, the institute reimburses the tickets and one night in a hotel for a maximum of two European committee members, or the ticket and two nights in a hotel for a maximum of one member from outside of Europe. Please contact the secretariat for more information or support. For the defence of external PhD students the Management Team makes final decisions regarding reimbursements. [MT]
- Costs for duplication of the thesis in copy and print shop: no reimbursement. When providing the University Library with four paper copies and one digital copy of their thesis, PhD students may receive a reimbursement of € 500,- directly from the Leiden University Library.