

Research and Professional Development Budget

Institute for History

September 2026 (updated)

Applications can be submitted by permanent staff members for up to € 1,500 per calendar year. It is possible to submit multiple applications up to this maximum amount. There is an exception to the maximum amount when an application is made for a trip outside Europe or for organizing a conference or workshop in Leiden: in that case, the maximum is € 2,000. For trips within Europe, the maximum amount that can be requested is € 1,000.

What the Institute provides by default

The institute reimburses domestic train travel if an employee conducts (archival) research, attends meetings, or has to act as an opponent during a PhD defense in the Netherlands or Flanders (via Shuttel).

The institute also covers the costs of the following courses:

- PhD supervision course for eligible staff¹;
- Dutch language courses at the ATC up to the highest level².

No application is required for these costs, but participation must be reported in advance to the IM/secretariat.

Options

In addition, staff members may apply for a maximum of € 1,500 per calendar year in total for:

- **Travel to conferences for the presentation of a paper leading to a publication.** For travel within Europe, the maximum amount that can be requested is € 1,000. For travel outside Europe, a maximum of € 2,000 is available.
- **Travel for archival and/or field research leading to a publication.** For travel within Europe, the maximum amount that can be requested is € 1,000. For travel outside Europe, a maximum of € 2,000 is available.
- **Dutch language acquisition other than through ATC courses**, e.g., individual lessons or courses elsewhere. In the case of external courses, the budget may be used to cover the difference in cost compared to an ATC course.
- **Organization of workshops, conferences, or lectures in Leiden.** The maximum amount that can be requested is € 2,000. A prerequisite for allocation is an

¹ Eligible are staff members who supervise at least 1 PhD candidate and have at least 3 months of experience with PhD supervision. There is currently a waiting list for this course.

² The Management Team offers staff the opportunity to learn Dutch beyond the level required by the university. Proficiency in Dutch at the highest level enables future participation in Dutch-language education.

application to [LUF](#) or other matching funding. If an application is submitted by multiple staff members, the awarded amount will be divided equally among the applicants.

- **Other courses and training at HRM Training or ICLON.**
- **Editing and translation costs (Dutch to English) of monographs and articles.** For articles, a maximum of € 400 can be requested.
- **Interlibrary loan services (IBL).**
- **Language courses via ATC** if language acquisition is necessary for research.
- **Interview training in preparation of grant interviews**

BSF

It is no longer necessary to first use your personal fund (BSF) before a subsidy application can be submitted to the institute.

Budgetary Considerations

Applications can be submitted throughout the year. As is currently the case with the travel budget, no maximum total budget per calendar year will be set. It is assumed that not every staff member will apply for the maximum amount each year. It is also not possible to claim budget from a previous or future calendar year.

Default facilities	Research and Professional Development Budget	Not covered
Public transport within the Netherlands and Flanders for research purposes, meetings or as a member of a PhD committee (via Shuttel).	Travel to conferences - Max. 2,000 euro for travel outside Europe - Limitation for travel within Europe: max. 1,000 euro	Books
Dutch language acquisition via ATC (up to the highest level)	Travel for research - Max. 2,000 euro for travel outside Europe - Limitation for travel within Europe: max. 1,000 euro	Open Access
PhD supervision course for eligible staff members	Organization of conferences, workshops or lectures in Leiden - Max. 2,000 euro	
	Interlibrary loan services	
	Editing en translation (Dutch to English) - Limitation for articles: max. 400 euro	
	Dutch language acquisition other than through ATC	
	Courses via HRM Training or ICLON	
	Language acquisition (other than Dutch) via ATC for research purposes	