



Announcement of the Education Committee's 2024/2025 funds for conferences.

At the Faculty Board meeting on 25 October 2023, SEK 500,000 (incl. overhead costs) was reserved for the year 2024 with the aim of promoting conference participation.

This is the second call for conference grants 2024, which includes SEK 181,000 remaining funds to distribute. The deadline for application is on **12 August 2024** and granted funds may be used until 30 June 2024.

These conference grants are aimed for employees at Umeå University who teach courses or programmes at the Faculty of Science and Technology. The purpose is for the applicant to attend a conference to acquire further training, be inspired and build networks to strengthen the undergraduate teaching activities at the faculty.

The conference grants can be used for:

- Educational/pedagogical conferences, workshops and seminars,
- Research conferences, only for those with a high proportion of teaching (max 25 % research) in their employment.

The allocated funds are aimed reimburse conference fees, both for conferences on-line and physically on-site. For on-site conferences, travel and accommodation costs are reimbursed. According to Umeå University's Environmental Policy (FS 1.1-2187-19), every employee must always work towards the possibility of travel-free meetings and "*when a journey does take place, it is primarily by means of public transport and in the safest, most cost-efficient and environment-friendly way possible*".

When distributing funds, the Education Committee therefore looks favourably on applications for travel-free, online, conferences. For applications to conferences on-site, shorter trips (within Sweden or the rest of Europe) are prioritized over long-distance trips (outside Europe).

Compensation for salary funds, allowances, etc. is not granted. Funds for travel are allocated according to a standard, where travel within Sweden is given a maximum of SEK 15,000, within Europe a maximum of SEK 23,000 and travel outside Europe a maximum of SEK 26,000 (incl. overhead costs).

A final report (approximately a one-page form in Word) should be submitted to the Faculty Office no later than **three** months after the end of the conference/stay. Only after approved final report the granted funds are paid out. Only the activity stated by the applicant in the application will be granted. The activity can start immediately after approved application (decision date is on 22 August 2024) but must be completed by **30 June 2025**.



Reg. no. 2.1.6-702-24

UMEÅ UNIVERSITY

Applications are processed and decided by the Education Committee. The Committee has the right not to distribute the entire amount reserved. Please note that funds are only paid to the department and not to individual employees. Requests for reimbursement for any private travel expenses should be sent to the responsible department.

Please note:

- Application form and a template for the report for conference grant funding can be found at www.aurora.umu.se/en/organisation-and-management/organisation/faculties/faculty-of-science-and-technology/announcements/the-education-committees-travel-allowance/
- Only applications using the application form will be evaluated. The form must be filled out correctly for funds to be granted.
- Only one applicant per application form. If several people apply for funding for the same conference, each one submits their own application.
- Applications should be submitted electronically in pdf-format to medel@diarie.umu.se no later than **12 August 2024**. State the reg. no. **FS 2.1.6-702-24** as subject of the e-mail.
- The application must be signed by the head of your department.
- Remember to travel as sustainable as possible!

Welcome with your application!

The Education Committee