



## UMEÅ UNIVERSITY

# Announcement of the Education Committee's 2024 funds for conferences with last date of application on 12 January 2024

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 first call for conference grants 2024. The deadline for application is on **12 January 2024** and granted funds may be used until 31 December 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 funds are to be used for conference fees, as well as any travel and accommodation costs. 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 24 January 2024) but must be completed by **31 December 2024**.

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



Reg. no. 2.1.6-2145-23

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## 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/](http://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.
- Applications should be submitted electronically in pdf-format to [medel@diarie.umu.se](mailto:medel@diarie.umu.se) no later than **12 January 2024**. State the reg. no. **FS 2.1.6-2145-23** 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