CLUE+ FUNDING and FELLOWSHIP GUIDE

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Contents

About CLUE+ 4

CLUE+ Funding 4
• CLUE+ Activity Fund 5
• CLUE+ Early Career Fund 5
• CLUE+ Fellowship Programme 6
• CLUE+ Publication opportunities 8

Application process checklist 10

Contact information 12
CLUE+ FUNDING
You can apply for four types of CLUE+ funding:
1. CLUE+ Activity Fund;
2. CLUE+ Early Career Fund;
3. CLUE+ Publication Fund;
4. CLUE+ Fellowship Programme.

CLUE+ ACTIVITY FUND
The CLUE+ fund is intended for (research) activities and initiatives that are in line with the objectives and themes of CLUE+.

What is funded?
• Scientific meetings (or parts of /sessions in)*:
  ° conferences
  ° workshops
  ° expert meetings
  ° lectures (series)
  ° colloquia
  ° book presentations
• Preparation of grant applications (serving as replacement funding while you are preparing a new application, for instance).
• (Participation in) outreach activities (e.g. public debates, documentaries).
• Publication costs; only for publications that are directly related to CLUE+ research, meetings and other initiatives.
• Initiatives focused on establishing or maintaining consortia, networks, and public and private partnerships.
• Initiatives in the spheres of policy development and consultancy.
• Research/student assistantships. Related to specific initiatives.

* Society and with it our university community has a wide variety of gender, sexual orientation, nationalities, cultures, ways of thinking and religions. It is important for the institute CLUE that diversity is a constant concern when organizing a (CLUE+) event or activity. For more information about diversity at the VU please visit: https://www.vu.nl/en/about-vu-amsterdam/mission-and-profile/diversity/index.aspx

For whom?
The funding opportunities are open to all individual researchers or research groups that are formally attached to CLUE+.

Funding amount
You can apply for funding up to €5,000,-. Only in exceptional cases, such as large conferences, can a larger sum be considered. Proposals for these events must be accompanied by a budget overview and must be sent to us at least 9 months before the event will take place.
When to apply?
You can apply for funding six weeks before the activity in question is scheduled to take place.

How to apply?
The application must contain the following documents:
- The application form.
- Letter of motivation, in which you present what the funding will be used for, and how the project will benefit and involve CLUE+ (max. 1 page A4).
- Detailed budget estimate of a max. €5,000,-.

**PLEASE NOTE:**
1. If your budget contains wages paid for employment (for someone else), the amount requested must be checked by the HRM officer (Veronique Bremers: v.a.m.j.bremers@vu.nl) and the Head of Finance (Patricia La Chira Marquina: p.l.lachiramarquina@vu.nl) of FGW, who is the Secretary of CLUE+. If you want to use your funding for short-term employment for someone else, please be aware that the amount granted is calculated on basis of a super-gross salary. Also be aware that these costs can only be reimbursed if the person in question is a freelancer (Dutch ZZP). If this person is not a freelancer, he or she must make arrangements to become one. For more information, please visit https://www.zzp-nederland.nl/zzper-worden/zzper-hoe-word-je-dat (in Dutch).
2. Speaker’s fees may only be paid to invited speakers if they are not employed at an academic institution (an university or research centre/institution, for example). This has to be very clear in the application and the budget overview.
3. Matching funding by other parties is preferred. If matching is possible, this must be mentioned in your budget estimate.

The application should be addressed to the CLUE+ policy officer, Ms. Rita van der Schriek-Hermans and sent to clue@vu.nl. As soon as all documents have been received, the applicant will be sent an acknowledgement of receipt.

How to report?
The applicant is required to send a final report and overview of costs incurred within six weeks after the funding has ended. For the guidelines for the final report and financial overview, please see the Application Process section in this guide.

CLUE+ EARLY CAREER FUND
Talent development is one of the major objectives of the Institute, and the CLUE+ Early Career Fund is one of its instruments to achieve that goal. This fund offers talented Post-docs, PhD candidates and (research) master students, working within the framework of CLUE+, the opportunity to prepare or submit an application for further research or to improve their CV through activities that will enhance their career prospects in the academic sector.

For whom?
The CLUE+ Early Career Fund is meant for excellent young Post-docs, PhD candidates and (research) master students who have a remarkable talent for scientific research, who want to enter the world of academia, and who want to develop their skills in a CLUE+ framework.

When to apply?
You can apply at all times.

What to apply for?
- PhD candidates supervised by a CLUE+ member, who have already received a formal approval from the Doctorate Committee that their thesis has been accepted, can apply for a grant from this fund in order to prepare an application for an NWO Rubicon Grant, Marie Curie Fellowship Grant or a comparable source of funding.
- PhD candidates supervised by a CLUE+ member, whose NWO Veni pre-proposal has been approved and who are looking to submit a full Veni proposal.
- Post-docs can apply for a grant from this
fund in order to prepare an application for a NWO Vidi grant, Marie Curie Fellowship Grant or a comparable source of funding.

- Candidates who have recently obtained their master’s degree or who have already received formal approval from their supervisor can apply for funding with the aim to help them to improve their CV through certain activities that can increase their chances of obtaining funding for a PhD research project.
- Excellent Master’s students and their tutors can apply for an ‘education grant’ or student assistantship for a specific project.

**Funding Amount**

You can apply for funding up to €5,000.-.

**How to apply?**

The applicant must submit the following documents:

- The application form.
- Letter of motivation (max. 1 page A4).
- CV.
- Letter of recommendation from a [CLUE+] professor or supervisor.
- The NWO approval of the Veni pre-proposal (in case of PhD candidates who want to submit a full Veni proposal).
- Letter from the supervisor concerning the formal approval of the final MA thesis (in case of ReMA or MA students).
- List of deliverables.
- Detailed budget estimate of max. €5,000*.

*PLEASE NOTE: if your budget estimate contains wages for employment (for yourself or someone else), please be aware that these costs can only be reimbursed if you are a freelancer (Dutch ZZP). If you are not a freelancer, you must make arrangements to become one. For more information, please visit [https://www.zzp-nederland.nl/zzper-worden/zzper-hoe-word-je-dat](https://www.zzp-nederland.nl/zzper-worden/zzper-hoe-word-je-dat) (in Dutch).

The application should be addressed to the CLUE+ policy officer, Ms. Rita van der Schriek-Hermans and sent to clue@vu.nl. As soon as all documents have been received, the applicant will be sent an acknowledgement of receipt.

**What are the assessment criteria?**

All applicants will be assessed by the CLUE+ Management Team according to the following criteria:

- The quality of the researcher.
- The quality, innovative nature and scientific impact of the research proposal.
- Chance of success in attracting research funding.
- Knowledge utilization.
- Societal impact and valorization.
- Links to one of the CLUE+ research themes/programmes**.

**For more information, please visit our website [www.clue.vu.nl](http://www.clue.vu.nl) or read our CLUE+ Policy Plan 2016-2020.

**How to report?**

The applicant is required to send a final report and overview of the costs incurred within six weeks after the funding has ended. For the guidelines for the final report and the financial overview, please see the Application Process section in this guide.

**CLUE+ FELLOWSHIP PROGRAMME**

The CLUE+ research institute seeks to promote its innovative research by attracting visiting researchers from around the world. One of the ways we do this is the CLUE+ Fellowship Programme. This programme provides funding for two types of researchers:

- **CLUE+ Research Fellows:** experienced academics who hold a doctoral degree. In addition to pursuing independent research, visiting fellows are expected to collaborate on research projects and publications with CLUE+ members.
- **CLUE+ Affiliated Researcher:** senior or junior researchers (with a doctoral degree or enrolled in a doctoral programme) who wish to benefit from working in the context of one of the CLUE+ programmes.
**CLUE+ RESEARCH FELLOWS**

Visiting research fellows must apply and are selected on the basis of experience, prior professional achievements, the quality of the proposed research project, and its fit within CLUE+. All applicants must be proficient in English. Applications will be assessed by the programme director of the preferred research programme, who will also be the main contact for the applicant regarding all matters related to the fellowship.

Visiting research fellows devote up to six months of their time in residence at the Vrije Universiteit Amsterdam to pursuing independent research and collaborating with faculty members on projects and publications. We ask you for a presentation of your research project while in residence. Visitors who stay for more than three months are expected to publish at least one publication in conjunction with the affiliated research programme. We expect that the fellowship programme will result in a mutually beneficial relationship (e.g. lectures, symposium, workshop, writing a combined research proposal) between the visitors and the faculty that will extend beyond the tenure of the fellowship itself.

Publications resulting from the research conducted in Amsterdam should name the CLUE+ interfaculty research institute. A copy of the publication should be sent to the director of CLUE+ and the head of the department or research group with which the research fellow collaborated.

Visiting research fellows have full access to the CLUE+ network and to the Vrije Universiteit university library, as well as various other university libraries.

**Funding amount**

Research fellows will receive a bench fee up to €5,000,- for a six-month stay, to cover

- travel expenses;
- accommodation expenses;
- costs concerning the application for a Visa;
- guest status, including all facilities at the Faculty will be paid for by CLUE+.

All costs that exceed the funding amount will be at the expense of the applicant/fellow.

**How to apply?**

A complete application will include:

- The application form.
- Motivation letter (max. 1 page A4; including a 200-word abstract).
- CV (including list of publications and grants);
- Letter of recommendation from a CLUE+ researcher.
- Intended duration of stay.
- Detailed budget estimate of max. €5,000,-.

*PLEASE NOTE: if your budget estimate contains wages for employment (for yourself or someone else), please be aware that these costs can only be reimbursed if you are a freelancer (Dutch ZZP). If you are not a freelancer, you must make arrangements to become one. For more information, please visit https://www.zzp-nederland.nl/zzper-worden/zzper-hoe-word-je-dat (in Dutch).*

**How to report?**

The applicant is required to send a final report and overview of the costs incurred within six weeks after the funding has ended. For the guidelines for the final report and financial overview, please see the Application Process section in this guide.

**Further remarks:**

If you are considering a stay at VU Amsterdam, we kindly invite you to read the brochure Nice to meet you at Vrije Universiteit Amsterdam. The brochure provides an overview of useful information with regard to moving to the Netherlands.

Upon admission to a fellowship, the International Office will do its utmost to assist in finding suitable accommodation for our visiting researchers and fellows. See also: http://www.vu.nl/en/Images/2016_Rules_and_Regulations_Guest-PhD_tcm270-437914.pdf
CLUE+ AFFILIATED RESEARCHER

Affiliated researchers are selected on the basis of experience, prior professional achievements, the quality of the proposed research project, and its fit within our faculty. All applicants must be proficient in English. Applications will be assessed by the programme director of the preferred research programme, who will also be the main contact for the applicant regarding all matters related to the fellowship. Visiting affiliated researchers devote a certain period of time at the Vrije Universiteit Amsterdam to pursuing independent research and collaborating with CLUE+ members on projects and publications. We ask you for a presentation of your research project during your stay at the Institute. You are also required to publish at least one publication in conjunction with the affiliated research programme. We expect that the research period will result in a mutually beneficial relationship between the visitors and CLUE+, which will extend beyond the tenure of the fellowship itself.

Affiliated researchers will be asked to teach at least one guest class to or prepare one lecture for students.

Publications or papers resulting from the research conducted in Amsterdam should name the CLUE+ interfaculty research institute. A copy of the publication should be sent to the director of CLUE+ and the head of the department or research group with which the research fellow collaborated.

Affiliated researchers will receive guest status at the Vrije Universiteit, paid for by CLUE+. Guest status provides access to VU facilities, including computers, libraries (University Library VU) and desk space.

How to apply?
A complete application will include:
- The application form.
- Motivation letter (max. 1 page A4; including a 200-word abstract).
- CV (including list of publications and grants);
- Letter of recommendation from a CLUE+ researcher.
- Intended duration of stay.
- Confirmation that the Affiliated Researcher will have the means to support themselves for the entire duration of their stay.

How to report?
The applicant is required to send a final report and overview of the costs incurred within six weeks after the funding has ended. For the guidelines for the final report and financial overview, please see the Application Process section in this guide.

Further remarks:
If you are considering a stay at VU Amsterdam, we kindly invite you to read the brochure Nice to meet you at Vrije Universiteit Amsterdam. The brochure provides an overview of useful information with regard to moving to the Netherlands.

Upon admission to a fellowship, the International Office will do its utmost to assist in finding suitable accommodation for our visiting researchers and fellows. See also: http://www.vu.nl/en/Images/2016_Rules_and_Regulations,_Guest-PhD_tcm270-437914.pdf

CLUE+ PUBLICATION OPPORTUNITIES
CLUE+ currently publishes two series: CLUES and the Landscape and Heritage Series (LHS). Publications in CLUES and LHS are (partially) funded by CLUE+.

CLUES
CLUES is CLUE+’s international scientific series in the fields of culture, cognition, history and heritage. It covers PhD research, scientific reports of contract research, conference proceedings, among others, that were written by, or were conducted under the supervision of, members of the CLUE+ research institute. However, other organizations appealing to a broad readership in culture, cognition, history and heritage are also invited to submit their manuscripts to the series. All submitted manuscripts are expected to be of the highest scientific standards and must present
data of international relevance. The series is published by Sidestone Press.

Editorial Board
The editorial board of CLUES consists of the following members:
- Gert-Jan Burgers (chair)
- Rita van der Schriek-Hermans (secretary)
- Katja Kwastek
- Susan Lêgene
- Rene van Woudenberg

Funding amount
You can apply for funding up to €5.000,-.

When to apply?
You can apply at all times.

How to apply?
The applicant must submit the following documents:
- The application form.
- Letter of motivation (max. 1 page A4).
- Recommendations of the reading committee (in case of a PhD thesis).
- (Concept) manuscript.
- Budget estimate with overview of costs and funding.*

* PLEASE NOTE: for manuscripts other than a PhD thesis, matching can be requested. When applying, please state whether you have any other funding or sponsorship funds for the publication of your manuscript.

The application should be addressed to the CLUE+ policy officer, Ms. Rita van der Schriek-Hermans and sent to clue@vu.nl. As soon as all documents have been received, the author will be informed about the further process. The manuscript will be discussed by the CLUE+ Management Team, which also serves as the Editorial Board of CLUES, and the author will be notified of their decision.

Language
Contributions should be written in English. Manuscripts in other languages will be accepted only in exceptional circumstances.

How to report?
The applicant is required to send a final report and an overview of the costs incurred within six weeks after the book has been published. For the guidelines for the final report and the financial overview, please see the Application Process section in this guide.

Publication process
When the manuscript has been accepted, an intake meeting will take place with the author, a member of the editorial board and the secretary of the editorial board. During this meeting, the process will be explained to the author. The secretary of the editorial board will notify the publisher, Sidestone press, that the manuscript has been excepted and will introduce the author to the publisher. PR & communications with regard to the book will also be discussed during the intake meeting.

Contact
For more information, please contact clue@vu.nl or visit our website www.clue.vu.nl.

LANDSCAPE AND HERITAGE SERIES (LHS)
LHS is an English-language series about the history, heritage and transformation of the landscapes of Europe and neighboring regions. The LHS series aims to promote new research directions, as well as the rediscovery and exploration of lost tracks in landscape and heritage research. Both theoretically oriented approaches and detailed case studies play an important part in the realization of this objective. The series explicitly focuses on:

- The interactions between the physical and material aspects of landscapes and landscape experiences, meanings and representations.
- Perspectives on the temporality of landscape that go beyond traditional concepts of time, dating and chronology.
• The urban-rural nexus in the context of historical and present-day landscape changes.
• The integration of perspectives and methods from geography, social and natural sciences, and history and archaeology in order to come to an understanding of the development of interaction between humans and nature through time and to study the natural and social values of places and landscapes.
• The conceptualization of landscape as heritage and the (contested) values of ‘heritagescapes’ for the construction and reproduction of memories and identities.
• The role of heritage practices in the transmission, design and transformation of landscapes, both past and present.

LHS welcomes both monographs and edited volumes dealing with one or a combination of the above-mentioned topics. The series is published by Amsterdam University Press.

**Editorial Board**
The editorial board of the LHS series consists of the follow members:
• Gert-Jan Burgers [chair]
• Linde Egberts
• Rita van der Schriek-Hermans [secretary]
• Sjoerd Kluiving
• Freek Schmidt

**When to apply?**
You can apply at all times.

**How to apply?**
The applicant must submit the following documents:
• The application form.
• AUP form for authors.
• Letter of motivation (max. 1 page A4).
• Recommendations of the reading committee (in case of a PhD thesis).
• (Concept) manuscript.
• Budget estimate with an overview of costs and funding.*

*PLEASE NOTE: for all applications for the LHS series, matching and/or other funding is required.

The manuscript should be addressed to the CLUE+ policy officer, Ms. Rita van der Schriek-Hermans and be sent to clue@vu.nl. As soon as all documents have been received, the author will be informed about the process. The manuscript will be discussed by the Editorial Board of LHS series and the author will be notified of the decision as soon as possible.

**Language**
Contributions should be written in English. Manuscripts in other languages will be accepted only in exceptional circumstances.

**How to report?**
The applicant is required to send a final report and overview of the costs incurred within six weeks after the funding has ended. For the guidelines for the final report and financial overview, please see the Application Process section in this guide.

**Contact**
For more information, please contact clue@vu.nl or visit our website www.clue.vu.nl.

**APPLICATION PROCESS CHECKLIST**

1. **Start application**
All applications must be sent to CLUE+ by e-mail (clue@vu.nl). Only complete applications will be considered. Please use the checklist applicable to your situation.

• **CLUE+ Activity Fund:**
  ◦ Application form.
  ◦ Motivation letter (max. 1 page A4).
  ◦ Detailed budget estimate of max. €5,000,-.*

• **CLUE+ Early Career Fund:**
  ◦ Application form.
  ◦ Motivation letter (max. 1 page A4).
  ◦ CV.
  ◦ Letter of recommendation from a (CLUE+) professor or supervisor.
  ◦ NWO approval of the Veni pre-proposal (in case of PhD candidates who want to submit a full Veni proposal).
Letter from the supervisor concerning the formal approval of the final MA thesis (in case of ReMA or MA student).

List of deliverables.

Detailed budget estimate of max. €5,000,-*

**CLUE* Publication Fund:**
- Application form.
- AUP form (in case of an LHS application).
- Motivation letter (max. 1 page A4).
- Recommendations of the reading committee (in case of a PhD thesis).
- (Concept) manuscript.
- Budget estimate with overview of costs and revenue**.

**CLUE* Fellowship:**
- Application form.
- Motivation letter (max. 1 page A4 including a 200-word abstract).
- CV (including list of publications and grants).
- Letter of recommendation from a CLUE* researcher.
- Intended duration of stay.
- Detailed budget estimate of max. €5,000,-* (in case of Research Fellows).
- Confirmation that the Affiliated Researcher will have the means to support themselves for the entire duration of their stay.

**PLEASE NOTE:** If your budget contains wages paid for employment for someone else, the amount requested must be checked by the HRM officer (Veronique Bremers: v.a.m.j.bremers@vu.nl) and the Head of Finance (Patricia La Chira Marquina: p.l.lachiramarquina@vu.nl) of FGW, who is the Secretary of CLUE*.

If you want to use your funding for short-term employment for someone else, please be aware that the amount granted is calculated on basis of a super-gross salary. Also be aware that these costs can only be reimbursed if the person in question is a freelancer (Dutch ZZP). If this person is not a freelancer, he or she must make arrangements to become one. For more information, please visit [https://www.zzp-nederland.nl/zzper-worden/zzper-hoe-word-je-dat](https://www.zzp-nederland.nl/zzper-worden/zzper-hoe-word-je-dat) (in Dutch).

**PLEASE NOTE:** with regard to the budget estimate and the overview of costs and revenue, please be aware about the following guidelines:

- **CLUES:** for manuscripts other than a PhD thesis, matching can be requested. When applying, please state whether you have any other funding or sponsorship funds for the publication of your manuscript.
- **LHS:** for all applications for the LHS series, matching and/or other funding is required.

After submitting their application to CLUE*, the applicant will receive an acknowledgement of receipt within 10 days.

**2. Application assessment**

The submitted applications will be reviewed once a month by the CLUE* Management Team/Editorial Board of CLUES and LHS. A decision will be made as to whether or not the application will be granted. The outcome of this decision will be communicated with the applicant within a week of the monthly meeting. If the application is approved, the applicant will receive a grant letter with a grant number and the instructions regarding the funding. This grant number must be used in all further communications.

**3. Final report and calculations**

At the end of the funding period or funded activity, the applicant is required to send a final report and a financial overview within six weeks after the funding period has ended. The aforementioned documents must be sent to clue@vu.nl. The guidelines for the final report and financial overview can be found below.

**Guidelines:**
- **Report:** the applicant is to write a short report (approx. 1 page A4) in English about how the funding was used.
- **Financial overview:** along with the grant letter, the applicant will receive a financial overview form, on which all costs and revenues (i.e. other grants/income) must be stated.
CLUE+ CONTACT INFORMATION

Contact: Ms Rita van der Schriek-Hermans MA
E. clue@vu.nl
Web. www.clue.vu.nl