



Conference Grants Fund: Guidelines

General guidelines

The Royal Netherlands Academy of Arts and Sciences (KNAW) manages a fund that provides grants for organising international scientific conferences in the Netherlands. The size of the fund is approximately € 300,000.

This document describes the purpose of the fund and the criteria that applicants must meet to qualify for a grant. These provisions and criteria have been in effect since 1 January 2012 and will remain so until the Academy announces new guidelines.

Conference organisers

Organisers of international scientific conferences in the Netherlands may apply for a grant from the Conference Grant Fund if their overall conference budget has been estimated at no more than € 170,000. The maximum grant amount is € 8500.¹

Grant applications should not be submitted for:

- conferences attended only by researchers from the Netherlands and one other country (bilateral meetings)
- conferences organised by students (or student organisations)
- courses, training activities, or master classes
- private meetings
- working meetings associated with an existing project
- valedictory symposia.

Applications may only be submitted by institutes that are officially headquartered in the Netherlands and actually located within the territory of the Netherlands.

Assessment criteria

Applications will be assessed for the scientific merits of the conference and its importance to science in the Netherlands. The following aspects will in any case be considered:

- scientific focus
- intended results
- coherence of the conference programme
- international reputation of Dutch organisers
- scientific reputation of invited speakers
- international image of the conference (which should also be apparent from the intended participants)
- composition of participant target group; the majority of the participants should be post-doctoral researchers.

Conferences only qualify for consideration if both the group of speakers and the group of participants are international in composition. The international composition of the participant target group should be apparent from the way in which the conference is publicised. The list of invited speakers (and their affiliations) should be submitted along with the application.

The application should provide enough information to allow for an assessment of the foregoing aspects.

¹ There is limited funding available for conferences with budgets in excess of € 170,000; the Academy's involvement in such conferences must be explicit. Applications should be submitted to the Academy Board, using the standard application form.



Procedure

Application

Applications may only be submitted for conferences that will take place at least three months after the closing date of the relevant tender.

The closing date for submission is:

- 1 May (for conferences taking place after 1 August)

Allocation

An Academy assessment committee will assess the applications and rank them by a process of comparative competition. Grants will then be allocated in accordance with the available budget.

The decisions will be announced no later than:

- July (for the tender closing on 1 May)

Objections to a grant application decision may be submitted to the Academy Board within six weeks of notification of the relevant decision.

Finances

The grant amount will be determined when the application is approved. This amount will depend on the set-up of the conference, i.e. how many days, number of participants, and the nature of the budget items. It will not exceed a third of the conference's total costs.

The Academy adheres to the following standard amounts:

No. of participants	1 day	2 days	3 days or more
25 – 50	€ 2000	€ 4000	€ 5000
50 – 100	€ 3000	€ 5000	€ 6000
100 – 200	€ 4000	€ 6000	€ 7000
More than 200	€ 5000	€ 7000	€ 8000

The conference organisers must submit a short report (including the final financial accounts) to the Academy within three months of the end of the conference. The final grant amount will be based on the final accounts. If the conference revenues exceed expenditure, the proportion of the surplus to which the Academy is entitled will be deducted from its grant. The organisers must use the Conference Grant Expenses Claim Form to report their financial accounts, available digitally at knav.nl/conference-grants-fund. If the organisers fail to file their report and final financial accounts within three months of the end of the conference, the Academy may withdraw the provisional grant amount and reclaim any advance paid out to them.

Application form

The application form is available at knav.nl/conference-grants-fund. Please e-mail the completed application form to Rachel Basaur, rachel.basaur@knav.nl. Applications will only be considered if the application form is completed *in full*. An application is deemed to have been submitted when the applicant receives confirmation of receipt from the Academy.

Contact person

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