



Danida Fellowship Centre

- sustaining development through research and learning

Application and Reporting Guidelines

Conditions of Danida Travel Grants

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Introduction

Since 1998 the Ministry of Foreign Affairs of Denmark (MFA) has funded travel grants to Master students enrolled at Danish institutions for higher education doing research field study as part of their Master thesis. MFA's funding of the travel grants to Master students terminates in 2017 and consequently the final Call for Applications to travel grants will be the one opened in January 2017.

The Call for travel grant applications is announced at DFC's website with a deadline of June 1, 2017.

Danida Fellowship Centre (DFC) is the administrator of the travel grant support on behalf of the MFA.

Reply to the application is given latest 6 weeks after the closing date of the application round.

The total annual budget available for travel grants is approx. DKK 0.5 million. Grant awarded will normally be between DKK 15,000 and DKK 20,000 per student.

1. Objective

The overall purpose of the travel grant support is to get new generations of researchers involved in relevant aspects of Danish development research, thereby contributing to the strengthening of the Danish resource base within the areas of Danish bilateral development assistance.

2. Conditions

Applicant

Master students enrolled at a Danish institution for higher education can apply for a travel grant for their Master thesis research field study, when the field study is part of their Master's degree and will be used in the Master thesis and is relevant to Danish bilateral development assistance.

Students at OSVAL II studies/pre-graduate research year for medical students, and students on a 4+4 arrangement can also apply, but are eligible for a travel grant *only* if the field study is considered to be part of the Master's degree *and* will be used for a report equivalent to a Master thesis.

Students (max. 3) can apply together for support to the same field study trip. One joint application should then be submitted. One student should apply as "main applicant" and fill-in the electronic application form on behalf of all applicants, but the required documents for all applicants must be uploaded (refer to Section 4-5).

Master students under the Danida Capacity Development Support Programme (DCDSP), including the BSU Scholarship Programme, are **not** entitled to apply for a travel grant, as their field study is already covered.

Internships cannot be supported.

Relevance and local partner

The field study must be relevant to an ongoing Danish-supported development activity or ongoing Danish research activity in the country chosen for the field study. The relevance of the field study must be clearly and well described, including how the specific field study is relevant to the Danish activity in question. Direct attachment to a Danish-supported activity will be assessed as an advantage.

The field study must be attached to a local partner in the country chosen for the field study. The local partner must be an institution locally registered in the country of the field study. This could be a local office of an NGO, a department of a university, a research institution, a local private company, or – only in exceptional cases - the local Embassy of Denmark.

Other conditions

The field study must take place in a *developing country* defined as a country with a GNI threshold below USD 3,300 per capita 2015, as set by the World Bank. List of countries specifying GNI thresholds to be found at DFC's web: <http://dfcentre.com/research/travel-grants/>. However, preference will be given to field studies taking place in Danida priority countries¹.

The field study trip must have a minimum duration of 1 month (*30 days*).

The application must be submitted *before* the field study trip begins (i.e. day of departure from Denmark).

The application and all appendices must be completed in English.

Only *eligible costs* (refer to Section 6) and only *expenses budgeted for in the application* could be covered by the grant. A Danida grant does not allow double coverage of expenses.

The grant could cover *one trip* for the field study. The grant is awarded *specifically to the person(s) stated as applicant(s)* and is designated only for the *specific field study trip* applied for.

It is the responsibility of the applicant to obtain all relevant *ethical approvals and other required permits* before field study project activities are initiated.

In case of changes in the travel plans for the field study trip, please notify DFC about the altered travel plans as soon as possible to e-mail address research@dfcentre.dk.

3. Assessment and processing

Applications will be assessed in terms of how well they comply with the conditions.

¹ Afghanistan, Bangladesh, Burkina Faso, Ethiopia, Ghana, Kenya, Mali, Myanmar, Niger, Palestine Territories, Somalia, Tanzania, and Uganda.

Within the 6 weeks after the closing date of the application round, the applications will be assessed by DFC and replies will be given by e-mail. Awarded applications will receive a Letter of Grant by e-mail giving conditions of the grant and instructions of how to fill in and return the Acceptance of Conditions letter with personal details of the applicant for the purpose of transferring the grant to the applicant's bank account.

4. E-application

Please observe the closing date and time of the round of applications, as missing information or additional documents or appendices cannot be submitted after the electronic submission of the application.

Applicants apply electronically by filling in the [electronic application form](#) and upload the required appendices to the application.

The electronic application form is accessible from DFC's website via the following link:
<http://dfcentre.com/research/travel-grants/>

- Before the electronic application system is accessible, you will need to register yourself as a user with your e-mail address and password – log on the link “If you have *not* previously used Danida Fellowship Centre's electronic application system click here”.
- To create an application, select the application form “Application for Travel Grant for field studies”.
- Once you have created an application form, you can save the text at each step and break off from it and resume work at any time by accessing the “Edit” box at the log-in page to the right.
- If you have forgotten your password, please type any password in the box, and by doing this, an e-mail with your correct password will be sent to your e-mail address.

In joint applications, all the required documentation (appendices A, B, and C – refer to section 5) must be uploaded for each applicant. However, appendix A and B could be issued to cover all applicants and must then state the names of all applicants.

5. Required Format of the Application and Appendices

The application and all appendices must be completed in English.

The application must comprise the following:

- **The electronic e-application form**
- **Appendix A (uploaded in pdf-format) - supervisor approval letter:**
Signed, official Letter of Approval of the field study from the supervisor of the MSc. study, stating the name of the applicant(s), the title of the field study project, country chosen for the field study, time frame of the field study, relevance of the field study for the thesis, and a confirmation of the applicant's academic level. *In cases of OSVAL II/pre-graduate research year students and students on a 4+4 arrangement applying for*

a travel grant, the supervisor must explicitly state that the field study is considered part of the Master's degree and will be used for a report equivalent to a Master thesis.

- **Appendix B (uploaded in pdf-format) - local attachment letter:**

As the documentation of the local attachment of the field study, the applicant has to obtain a signed, official letter of approval from the local partner in the country chosen for the field study stating name(s) of student and time frame and purpose of the field study. It is not sufficient to attach a Danish partner's confirmation of a local partnership.

- **Appendix C (uploaded in pdf-format) - exam certificates:**

Exam certificates documenting the applicant(s)' enrolment at the required academic level as a Master student at a Danish institution for higher education.

The total volume of the appendices must not exceed 5 MB.

The instructions given in the electronic application form must be followed. All steps in the e-application form must be completed before the application can be submitted.

Only the required appendices will be taken into consideration.

Missing information or documents cannot be submitted after the electronic submission of the application.

Applications which do not include all required information and do not have all the above mentioned appendices in pdf-format uploaded to the application will be rejected without further consideration.

Application will be rejected if the relevance to the Danish development assistance in the country chosen for the field study is not clearly and explicitly explained.

Applicants will receive an electronic receipt notice by e-mail after the submission of their application.

Reply to the application will be given latest 6 weeks after the closing date of the application round.

6. Eligible Costs

- Cheapest travel by air
- Visa, vaccination, research permit, and travel insurance expenses
- Interpreting assistance
- Local transport (only invoices which individually amount to minimum DKK 200 each)
- Local lodging expenses (only rent).

The currency in the budget must be Danish Kroner. Only expenses budgeted for in the application could be covered by the Danida grant. Expenses in a Danida grant cannot at the same time be covered by other sources.

7. Reporting

When the application has been approved, DFC will submit a Letter of Grant by e-mail to the applicants. In the Letter of Grant instructions will be given of how to fill in, sign and return the Acceptance of Conditions Letter to DFC. Upon DFC's receipt of this, the grant is validated and the granted amount will be transferred to the applicant's bank account.

Two weeks, at the latest, after returning to Denmark from the field study trip the applicant must submit a full reporting to DFC about the field study and the accounting. The return date has to be understood as the return date indicated in the application or an approved alteration in the travel plans.

Have you returned to Denmark from your field study trip already before your application is approved and confirmed to you by DFC in a Letter of Grant by e-mail, your reporting has to be submitted to DFC within two weeks from the date of the Letter of Grant.

The following reporting must be forwarded to DFC by posted letter or hand-delivered to DFC's office:

- Reporting form for Travel Grants – the form to be used is found under Reporting at DFC's website.
- Field study report in English (maximum 2 pages). The report must contain reflections on the collaboration with the local partner, applicability of the collected data for the Master thesis, and positive and negative experiences during the field study trip, including possible changes in relation to the original field study description. The field study report has to be copied to the local partner.
- Financial accounting form including **original** vouchers for all expenses in accordance with budgeted expenses. The form to be used is found under Reporting at DFC's website.

All the expenses covered must be "eligible costs" (refer to Section 6) and documented by **original** vouchers. DFC has to receive the original vouchers **for accounting reasons**. The vouchers must be readable and clearly state the nature of the expense and the exact amount of the expense. Vouchers for local contracts for rental or interpretation, for instance, have to be issued to include name and address of the supplier, signature by supplier, name of grant holder, nature of the expense, amount of the expense, and duration of the expense. Has the voucher not originally been issued in English language, the text of the voucher will have to be translated into English in handwriting at the voucher or at a separate note to be included in the reporting.

None of the budgeted expenses can be funded by other sources, as double coverage is not accepted. In case that an expense is also covered by other sources, it must be clearly indicated and documented which part of the expense is being covered by the Danida grant. DFC recommends that separate vouchers are issued for the expenses covered by this grant.

Only expenses which have been budgeted for in the application can be covered. The grant must be used exclusively for the budgeted expenses and granted activities of the field study

trip. Reallocation by up to 10% between the budget lines can be made. All expenditure must be effected within the travel period stated in your application.

It is not possible to provide additional funding once the field study trip is underway and overspending cannot be covered.

Unspent funds will have to be returned. DFC will send an invoice to the student for the difference in amount spent compared to amount awarded. In case the reporting has not been received in time by DFC or financial account and report cannot be approved by DFC, a full return of funds is requested.

Please notify DFC by e-mail to research@dfcentre.dk when you have posted the report letter. You are also most welcome to hand in the report letter at DFC's reception desk.

Abstract of thesis to DFC

After the Master thesis has been handed in, an abstract in English of maximum 500 words has to be submitted by e-mail to DFC at research@dfcentre.dk. The abstract with data of the travel grant will be published at Danida Research Portal at <http://drp.dfccentre.com/mastertheses> and is thereby giving the students an opportunity to communicate the findings broadly.

Information and contact

All questions concerning the travel grants should be directed by e-mail to the Research Unit, Danida Fellowship Centre at e-mail research@dfcentre.dk.