

Europe Chapter of The Human Factors and Ergonomics Society

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EUROPE CHAPTER EXCHANGE PROGRAMME

GRANTS – Procedure

In this document the application procedure of Grants is described. At present there is only one Grant donor: VRC Corporation. The text applies to all grants irrespective of donor, with exceptions explicitly indicated. There are two types of grants: an Exchange Grant and a Travel Grant.

Section 1. Application procedure

- a. Applications are only considered if these are made on the forms that can be requested from the Secretary or downloaded from the chapter's website (<http://www.hfes-europe.org/grants-europe-chapter-exchange-programme/>)
- b. Exchange Grant applications must be accompanied by correspondence from host coordinator confirming intended project and dates, copies of letters of support (of own institute, other subsidisers), and a concise summary of the intended project (max. 1 page). For visits < 1 week a brief letter or email from the host suffices to cover this aspect.
- c. Travel Grant applications must be accompanied by (a proof of a) filled in conference registration form, copies of letters of allowance to travel and copies of letters of other subsidisers
- d. Preferably, informal contact between applicant and the Chairman of the Grant committee precedes the formal application procedure in order to make sure that applications with a low or no success chance are not submitted. Nevertheless, a positive reply to submit an application is not a guarantee that the application will be granted.

Section 2. Evaluation Procedure

- a. Applications will be evaluated by a Grant evaluation committee. The committee decides by majority whether an application is granted or not. The committee also decides on the amount that is allocated.
- b. The Grant committee consists of three people from the executive council.
- c. Travel Grant applications shall only be evaluated in the two months preceding the annual meeting. The Grant Committee strives towards evaluation of applications within 10 working days after receipt of *all required* forms. Travel Grant forms *received* later than 7

days before an annual meeting will not be considered for funding. An effort will be made to complete evaluation of Exchange Grant applications within 3 weeks.

- d. The Secretary will notify applicants by email about the results of the evaluation. A rejected application will be accompanied by an explanation why this decision was taken
- e. The committee's decision is final, there are no appeal procedures nor will further correspondence on the decision take place
- f. If a grant is granted, the money (minus bank costs) will be transferred by bank unless agreed otherwise. All additional transfer costs will not be covered by the Chapter
- g. Applications should preferably be submitted in advance of exchange or travel.

Section 3. Restrictions and obligations

3a Exchange Grant

- a. The target groups are typically students and post-graduates. The exchange work should be clearly Human Factors related.
- b. The exchange time should be between 4 days and 3 months (exceptions on only after negotiation). An extended exchange does not lead to additional financial support
- c. Exchange grants are typically intended to set up research co-operation, learn techniques, thesis work, or project work in the area of Human Factors
- d. A budget plan is required to demonstrate the need for financial support by the Chapter
- e. Either visitor or host should be a member of the Europe Chapter, or either hosting or visiting institute should have a Chapter member.
- f. Only partial financial assistance is given with a maximum fixed at € 1200 per person
- g. Once a grant has been awarded to a person, this person cannot apply for the exchange grant again.
- h. If the number of applications exceeds the total financial funds of the Grant, means will be divided over applications and funds will be in balance with need
- i. For the VRC Grant: After the exchange the recipient must post a short email to VRC outlining the benefits and comments they might have for improving the grant programme (attn. Donald Vreuls <don.avr@gmail.com> and Bob Montoya <roberto.montoya@vrccorp.net >

3b Travel Grant

- a. The target groups are colleagues and students from eastern European countries
- b. Goal is to enable representation of target groups (see 3a) at the Chapter's annual conference
- c. A budget plan is required to demonstrate the need for financial support by the chapter
- d. Only partial financial assistance is given with a maximum fixed at € 500 per person
- e. If the number of applications exceed the total amount of financial funds of the Grant, means will be divided over applications and funds will be in balance with need
- f. By accepting funds from the Grant the recipient obliges his or herself to attend the conference and present work. In case the recipient is not present at the meeting a full refund is required.
- g. Money is not transferred by bank, but settled with conference dues. The remainder is paid at the conference in cash (or in another form, if agreed otherwise)
- h. For the VRC Grant: the recipient must post a short travel report letter to VRC outlining the benefits and comments they might have for improving the grant programme