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.