

GUIDELINES FOR THE ASSESSMENT OF APPLICATIONS FOR FUNDS FOR ACADEMIC NATIONAL AND INTERNATIONAL TRAVELS

Adopted by the Research Committee at the Faculty of Fine Arts on 31 March 2022 (case 10/22)

1. The faculty awards support for and reimbursement for travels for the faculty's academic staff in connection when participating in international and national events abroad and in Norway with their own scientific or artistic contribution. The faculty can also allocate funds for travel without contribution if this is part of the applicant's R&D work and in line with the faculty's R&D strategies. Partial funding from other funding sources (including KFU) will strengthen the application.
2. The faculty's Research Committee is responsible for the quality assurance and prioritizing of the applications.
3. Use of the application form approved by the research committee is preconditioned. The requirements for the budget appears in the application form.
4. In line with UiA's travel policy, the applicant must always assess the added value of the trip. If the added value equals that the employee travels, emphasis must be on the selection of the most environmentally friendly means of transport, against travel time, practical conditions and cost. This is done in dialogue with the immediate supervisor, who approves the trip in advance.
5. Postdoctoral fellows and research fellows may apply in the same way as the faculty's other academic staff but must justify why ordinary operating assets cannot cover the journey. A statement explaining the use of operating assets so far and a plan for future use must be attached to the application.
6. When processing applications, the following procedure is used:
 - a. The application form is sent to the research administration as soon as the trip is planned, a paper has been delivered and the budget is determined. The research committee cannot approve applications submitted after the journey has begun.
 - b. If the application falls within the Research Committee's rules for administrative allocation, the administration can approve the allocation of funds without submitting the application to the committee.
 - c. If the application falls outside the Research Committee's rules for administrative allocation, the application will be processed at the next meeting of the committee, if the research administration has received it no later than ten days before the start of the meeting.
 - d. If, for significant reasons, an application cannot be processed in the Research Committee's meeting, the Dean is authorized to process the application on behalf of the committee.
7. The Research Committee may request a written report, which must be given to the committee after the trip, and by the end of the semester at the latest.

8. The applicant must submit travel expenses no later than the end of the year, unless otherwise is agreed in writing.
9. Supported travels are considered scholarship travels and thus does not give the right to additional compensation.
10. Funds cannot be transferred to another trip. If the applicant does not complete the requested trip, the funding is withdrawn.

The Research Committee's rules for administrative allocation of support for academic travels:

1. The purpose of the trip must be a conference, seminar or artistic event with international participation and with relevance to the applicant's approved R&D activities.
2. The traveller must be an active participant with their own scientific or artistic contribution.
3. Salaries, fees, or coverage of travel costs from other sources in connection with the trip are deducted from the budget.
4. The application amount must not exceed NOK 15,000.
5. The applicant cannot have been granted more than NOK 10,000 in travel support earlier the same calendar year.
6. Even if the above criteria appear to be met, the research administration may submit the application for the Research Committee in cases of doubt or if the travel support funds are about to be exceeded (there must be a minimum of NOK 30,000 left in travel support funds after the requested trip has received allocated funds).