

NHH



Guidelines for awarding grants from funds

Internal funds and fund applications considered by
the Funds Committee (FUF)

GUIDELINES FOR AWARDING GRANTS FROM FUNDS

Adopted by the Board for NHH's Research Fund and NHH's Grant Fund on 8 December 2016

PART 1 – GENERAL PROVISIONS

1.1. INTRODUCTION

The Norwegian School of Economics (NHH) manages 13 funds. NHH's Board manages two of the funds, known as the internal funds. The remaining eleven funds, known as the external funds, have their own boards, many of them with external board members. The guidelines for awarding grants from funds apply to internal funds. The boards of the external funds can choose to follow the guidelines insofar as they find them appropriate.

1.2. PURPOSE^[1]_[SEP]

The return on NHH's internal funds shall be used actively for stimulation measures to achieve NHH's strategic objectives by awarding grants to employees and groups of students. The funds shall as a rule not be used to cover expenses of a nature indicating that they should be covered by operating expenses. Grants may primarily be awarded to:

1.2.1. Measures to stimulate research and research dissemination, including:

- stays for research/study purposes at recognised foreign institutions
- participation in academic conferences and workshops

1.2.2. Events and activities that promote NHH in a positive manner

- academic events and activities organised by the departments or NHH employees
- academic events organised by the students
- social events organised by the students

1.2.3. Grants must not be awarded in conflict with the individual fund's objects clause.

1.3. COMMON RULES FOR GRANTS

The following common rules apply to the awarding of grants:

1.3.1. Recipients

Normally,¹ the recipients of grants from the funds must be employed and have started in their position in the period to which the grant applies. If the employment relationship is terminated, the right to support lapses from the date on which the notice of resignation was received by NHH.²

1.3.2. Application deadlines^[1]_[SEP]

Applications for grants from the funds are made available to the Funds Administration represented by the funds secretary on 1 February, 1 May or 1 October. Applications submitted outside the fixed deadlines will normally not be considered. Applications relating to activities that have been carried out at the time of application, cf. the first sentence, will not be considered. See also special provisions regarding deadlines for submission in section 2.3.

¹ See section 2.1.3, however.

² Cf. section 1.3.9.

1.3.3. External grants^[1]_{SEP}

In cases where grants may be obtained from external sources, such grants shall be applied for first.

The applicant is obliged to state whether external funds have been awarded for the same purpose.

1.3.4. Additional expenses^[1]_{SEP}

Grants from funds are intended to cover additional expenses in connection with travel and other events.

NHH is a self-insurer. Applicants should therefore take out travel insurance themselves. A year-round travel insurance is recommended.

1.3.5. Travel expenses^[1]_{SEP}

Travel expenses are covered in full. Travel expenses are calculated in the most practical and cheapest manner. Discount tickets shall be used whenever possible. The applicant is responsible for obtaining the appropriate travel documents prior to the journey. The funds do not cover travel expenses for purchased journeys that cannot be completed due to lacking travel documents.

Applications for grants must be specific and clearly describe in advance what the grant will be used for, and no deviations must be made.

1.3.6. Subsistence expenses

Subsistence expenses are calculated at the rates for subsistence allowance that apply to Norwegian state employees and the maximum rates for accommodation adopted by the Funds Committee. Any external funding will be deducted from the calculation basis. The national per diem allowance means the sum of the state rates for subsistence allowance and the stipulated maximum rates for accommodation.

Subsistence expenses are normally not covered for extra days.

1.3.7. Coverage of travel and subsistence expenses^[1]_{SEP}

Subsistence expenses cannot be claimed for participation in courses, seminars, conferences, conventions etc. where all subsistence expenses are covered by the organiser/client or are included in the ticket expenses for the journey. The state regulations for the calculation of subsistence allowance shall otherwise apply. Accommodation expenses are covered on the basis of a hotel bill or documentation in the case of other types of accommodation.

1.3.8. Reporting and travel expense form^[1]_{SEP}

An academic report and a travel expense form must be submitted electronically (by email) to the department as soon as possible and no later than one month after the event for which the grant was awarded. The report shall explain how the applicant benefited from the grant seen in relation to the purpose for which the grant was awarded.

Confirmation of acceptance of a paper shall be enclosed if the presentation of a paper was a requirement for receiving the grant. Documentation of registration or a receipt for the conference fee must be enclosed. Applicants are otherwise obliged to register the presentation of papers in the national research information system CRISTin.

Travel expense forms must be completed in NHH's travel expense form program. Receipts for travel and subsistence expenses must be enclosed with the academic report.

Failure to submit reports on previous grants awarded will be taken into account when considering new applications.

1.3.9. Repayment

If advance payments for travel and subsistence is awarded, a written agreement shall be entered into stating that unused funds can be returned through deductions in pay³.

PART 2 – EMPLOYEES IN TEACHING AND RESEARCH POSITIONS AT NHH

2.1. CRITERIA

Grants may be awarded for the following purposes, provided that the stipulated criteria are met. The purposes relating to the different groups of positions are stated in order of priority:

2.1.1. Professors, associate professors, assistant professors, including emeriti

- a)** Stays abroad in connection with research leaves (sabbaticals) that
- are of a certain duration (minimum one continuous month)
 - take place at a recognised foreign institution (by invitation)
 - have the main objective of establishing new contacts and contributing to academic development
 - are related to the purpose of the granted research leave.
- b)** Participation in recognised conferences or workshops, where the applicant meets one or more of the following criteria:
- Presentation of own work in contexts where a reasonable academic benefit can be expected (poster presentations are normally not awarded grants)
 - The requirement for presentation of own work can be deviated from on the following grounds:
 - for the most important and leading conferences in a field in which it is important to promote NHH
 - to act as a discussant and session leader at recognised conferences
 - to be NHH's representative on the board of the organising body
 - for the preparation of a similar conference at NHH, or if the conference is for some other reason deemed to be very important to NHH
 - high administrative workload at NHH.

2.1.2 Post-doctoral fellows

It is a prerequisite that the post-doctoral fellow is employed by NHH at the time of the event for which the grant is awarded.

- a)** One stay abroad during the post-doctoral period, where the stay (cumulative conditions):
- lasts for at least three continuous months
 - takes place at a recognised foreign institution (by invitation)

³ Section 14-15 (2) (c) of the Working Environment Act.

- has the main objective of establishing new contacts and contributing to academic development
- is related to the purpose of the post-doctoral appointment.

b) Participation in recognised conferences or workshops where the applicant meets one or more of the following criteria:

- Presentation of own work in contexts where a reasonable academic benefit can be expected (poster presentations are normally not awarded grants).

2.1.3. PhD research scholars

These rules pertain to PhD research scholars employed by NHH.

PhD students with external funding from and affiliated to other institutions, and not in an employment relationship with NHH can be awarded coverage of up to 50% of expenses. It is a condition that the PhD student in question has been admitted to the doctoral degree programme at NHH at the time of the event for which the grant is awarded.

a) One stay at a recognised foreign institution in connection with the doctoral degree studies, in consultation with and on the academic recommendation of the academic department and the principal supervisor. The stay must also meet the following criteria:

- an invitation must have been received from a recognised international institution
- participation in one or more academic activities organised by the host institution is required
- the stay must be for one semester or minimum four continuous months
- the main objective of the stay must be to establish new contacts and contribute to academic development.

b) Participation in recognised conferences or workshops/ 'doctoral consortia' on the recommendation of the academic department and the principal supervisor, where the applicant meets the following criteria:

- presentation of own work in contexts where a reasonable academic benefit can be expected (poster presentations are normally not awarded grants)

c) Participation at one recognised job market conference by special recommendation from the academic department and the principal supervisor, in cases where the applicant is in the final stages of his/her doctoral degree programme and meets the following criteria:

- carry out previously agreed job market interviews and, if relevant, presentation of own doctoral thesis.

In such cases, half of the sum applied for in travel and subsistence expenses will be covered by the fund.

2.2. GRANTS

2.2.1. Academic conferences and workshops

a) General provisions^[1]_[SEP]

Grants can be awarded to employees in teaching and research positions in connection with travel to academic conferences and workshops, including travel to recognised job

market conferences.

NHH's Funds Committee stipulates the grant within the annual limit. The annual limit is currently NOK 30,000. For women, the annual limit is set at NOK 40,000, cf. the Action Plan for Improving Gender Balance in Academic Positions.

b) Subsistence allowance rates^[SEP] 1-9 days: National per diem allowance x number of days
10-30 days: National per diem allowance x 10

2.2.2. Stays abroad

a) General provisions^[SEP]

Grants can be awarded to employees in permanent teaching and research positions for stays abroad in connection with research leaves (sabbaticals) with a duration of between one and twelve months.

Grants can also be awarded to cover travel expenses and additional subsistence expenses for a spouse/cohabitant and children in cases where they will be staying with the NHH employee during most of the stay abroad.⁴

b) Coverage of expenses

Grants for stays abroad in connection with research leaves (sabbaticals), post-doctoral projects and doctoral degree studies are intended to cover start-up expenses and additional expenses in connection with the stay.

Stays abroad for PhD research scholars employed by NHH are covered at half the amount applied for at NHH's rates.

For externally-funded PhD research scholars, grants can be awarded to cover up to half the potential grant (i.e. half of 50% of the sum applied for).

Special grounds must be given for applications for grants to cover travel expenses and additional accommodation and subsistence expenses for family members, and applications should only be made for stays of at least three months' duration.

Grants will not be awarded for family members who are to study or work during the stay abroad and are eligible to have travel expenses and/or additional expenses in connection with the stay covered by others.

Grants can be awarded for one or more extra journeys home during stays abroad lasting at least three months. This should be considered in each individual case on the basis of the applicant's family situation, for example in cases where the applicant has special care responsibilities. Grants for stays are calculated in the ordinary manner, see 2.2.2.c, at the rates for single persons/individuals for the entire period of stay abroad.

⁴ Children must live at home and be part of the employee's household. Cohabitant refers to a permanent, lasting cohabitation relationship between two people who live together and have been registered with a common home/address in the Population Register for the past six months.

For academic staff who have small children and choose to travel without their families, financial support may be granted for several shorter stays during a research leave, but in such cases, the grant will be calculated as if it concerned one stay abroad. Each individual stay must be of a certain duration, preferably at least one continuous month. The reason why a flexible solution is necessary must be stated in the application. Grants for stays are calculated in the ordinary manner, see 2.2.2.c, at the rates for single persons/individuals for the entire period of the stay abroad.

c) Subsistence allowance rates and deductions:

First month: A start-up grant is awarded equivalent to ten times the national per diem allowance.

Ensuing months: A grant of NOK 14,000 for families and NOK 7,000 for single persons. The start-up grant is only awarded once even if the stay abroad is spent in several different places/countries.

For stays in countries that have a tax treaty with Norway, where tax exemption applies, the grant for accommodation and subsistence expenses will be reduced by 40% for the first month and 20% for the ensuing months (in practice, this only concerns the USA at present).

2.3. APPLICATIONS

2.3.1. Application form^[SEP]

Employees in teaching and research positions must apply for grants using the electronic application form from the Funds Administration.

2.3.2. Application deadlines^[SEP]

The completed application form with the necessary attachments must be submitted electronically to the academic department by the deadline set by that department.

2.3.3. Contents of the application

a) The purpose of the stay. Reasons why a grant is likely to further the applicant's academic development and/or NHH's policy goals must be stated.

b) Any invitations and recommendations. Information about the conference/workshop. The address of any relevant websites should be provided.

c) Costs including travel expenses, expenses relating to participation in the conference, workshop etc., accommodation and subsistence expenses. Furthermore:

- Any income
- Any grants applied for from external sources for the same purpose
- Travel grants received from NHH for activities that will be completed in the calendar year the application applies to.

PART 3 – EVENTS AND ACTIVITIES

3.1. CRITERIA

Grants in the form of a deficit guarantee can be awarded for:

- a) Academic events and activities organised by academic departments or NHH employees
- b) Academic events, for example conferences organised by NHH students
- c) Social events and activities that are aimed at everyone, groups of employees or large groups of students. Normally, no funding will be awarded for activities that make a profit or break even, nor for activities relating to ordinary operations.

Events etc. shall as a rule take place on NHH's premises.

3.2. APPLICATION

3.2.1. Applications

a) Events and activities organised by the academic department or NHH employees: The completed application form must be submitted electronically to the academic department by the deadline set by that department.

b) Student events and activities:

The application must be submitted to the organisation secretary/ -Head of Financial Affairs of the Student Association of the Norwegian School of Economics (NHHS), for recommendation by the Executive Board of NHHS. The organisation secretary/ -Head of Financial Affairs of NHHS submits applications with recommendations to nhh.postmottak@nhh.no within the stipulated deadline for applications; see section 1.3.2.

3.2.2. Contents of the application

a) Purpose of the application.

b) Costs and income (budget), including any own contributions.

c) Grants received from NHH for the same or similar purposes that will be completed in the same calendar year as the event the application applies to.

PART 4 – PROCESSING OF APPLICATIONS ETC.

4.1. THE ACADEMIC DEPARTMENTS

4.1.1. Deadline for applications

The academic department sets its own deadlines for applications to be considered by that department.

The applications shall be registered in NHH's case management system within the stipulated deadlines, together with an overview of applications, sorted alphabetically by last name. NHHS ranks the applications it receives.

4.1.2. Recommendation

The academic department is responsible for ensuring that the applications are in accordance with the requirements that apply to the quality of conferences and workshops; cf. 2.1.1. to 2.1.3. In this connection, the academic department shall carry out an academic assessment of the purpose of each application. This applies to individual applications as well as applications in connection with events.

The academic department shall recommend applications that meet the criteria in the guidelines and reject applications that fall outside the scope of the guidelines. Rejected applications shall not be forwarded to the Funds Administration.

4.1.3. PhD research scholars

The academic supervisor writes letters of recommendation in connection with applications from PhD research scholars. The letter of recommendation is to be enclosed with the application. In this connection, the department can prioritise between applicants.

4.1.4 Checking of applications

The department is responsible for checking that the calculation of travel and subsistence expenses is correct before the application is registered in NHH's case management system.

4.2. THE FUNDS ADMINISTRATION

4.2.1. Registration etc.

The academic department registers applications and the Section for Archive Services keeps a journal of applications received.

4.2.2. Applications from employees

The Funds Administration draws up a complete overview of all applications broken down by the individual department.

4.2.3. Other applications

Applications for other purposes must be sorted and checked.

4.2.4. Central case handling

The Funds Administration considers and presents the applications in cooperation with the head of the Funds Committee.

4.3. NHH'S FUNDS COMMITTEE (FUF)

4.3.1. Awarding of grants

The Funds Board has delegated authority to NHH's Funds Committee to make decisions on the awarding of grants in individual cases based on recommendations from the academic departments and the Executive Board of NHHS in accordance with the guidelines for awarding grants. The decisions shall be sent to the Funds Board for its information.

4.3.2. Amount limit

The Funds Board has authorised NHH's Funds Committee to set and adjust the amount limits stipulated in 2.2.

4.3.3. Announcement of decisions

The Funds Administration is responsible for announcing decisions made by the Funds Committee.

4.4. THE BOARD FOR NHH's RESEARCH FUND AND NHH's GRANT FUND (THE FUNDS BOARD)

4.4.1. Awarding of grants

The Funds Board shall ensure that the awarding of grants in individual cases is in accordance with applicable guidelines and statutes. The Funds Board shall also discuss matters of principle or matters that NHH's Funds Committee finds it natural for the Board to decide.