



NINO Mobility Grants

July 2020

1. Eligibility

1.1 Incoming Mobility Grant

NINO offers Incoming Mobility Grants to graduate students and researchers from abroad, who wish to carry out research on the ancient Near East in the Netherlands. Successful applicants

- hold an MA degree (or higher) in a relevant field of ancient Near Eastern Studies (incl. Egypt);
- are based outside the Netherlands (priority will be given to scholars from less developed countries, including those in the Near East);
- submit a complete and correct application;
- have viable reasons to conduct research in the Netherlands (and not elsewhere).

The application should detail:

- aim of visit (what is the project) – in 100 words;
- why the NINO or other Dutch resources are important to the project, and priority will be given to projects that link up with Dutch resources, classes, or scholars rather than visits to conferences – in 100 words;
- whether access to these resources and/or staff has been arranged – in 50 words;
- what activities will be undertaken during the visit with a (basic) time schedule – in 100 words;
- how this visit will be important for your development as a scholar – in 100 words.

1.2 Outgoing Mobility Grant

NINO offers Outgoing Mobility Grants to MA, PhD, or early postdoctoral students in the Netherlands, who wish to carry out research on the ancient Near East outside the Netherlands. Outgoing Mobility Grants will not be awarded more than once at each level (MA, PhD, recent post-PhD). Successful applicants:

- are enrolled in an MA or PhD program in ancient Near Eastern Studies at a Dutch university, or have recently completed their degree (priority will be given to pilot projects that could lead to follow-up in research);
- are based in the Netherlands;
- submit a complete and correct application.

The application should detail:

- aim of visit (what is the project) – in 100 words;
- why the trip is important to your research – what local resources, classes, or scholars are present that you will use (priority will be given of research projects over conference visits) – in 100 words;
- whether access to these resources and/or staff has been arranged – in 50 words;
- what activities will be undertaken during the visit with a (basic) time schedule – in 100 words;
- how this visit will be important for your development as a scholar – in 100 words.



2. Deadlines for application

<i>Deadline for application*</i>	<i>15 February</i>	<i>15 May</i>	<i>15 August</i>	<i>15 November</i>
Approximate award date**	April	July	October	January
Grant to be used until	April next year	July next year	October next year	January next year

* *Applications submitted until this date are reviewed in the next Academic Committee meeting.*

** *Date when the Academic Committee's decision is communicated to applicants.*

Applications for Mobility Grants may be submitted year-round. Applications are reviewed four times per year by NINO's Academic Committee.

Awarded Mobility Grants should be used within 12 months following the award.

Mobility Grants cannot be used retroactively, i.e. for trips and visits with a starting date earlier than the award date (which is after the submission deadline). Applicants may expect to receive notice about the decision of the Academic Committee within 6-8 weeks after the submission deadline.

3. Eligible costs

NINO's Academic Committee decides whether submitted applications meet the criteria for eligibility. Applicants who are unsure if their application will be eligible, may inquire information from the NINO Secretary through NINOfunding@hum.leidenuniv.nl. In case of doubt, applicants are encouraged to submit their application for review by the Academic Committee.

3.1 Incoming Mobility Grant

The maximum amount for an application is € 1500. This is a maximum, not a set amount. Our Incoming Mobility Grants budget is € 6000 per year total, and we strive to grant as many deserving applications as we can.

Eligible purposes and costs include:

- library and collections research at NINO, RMO or other institutions in the Netherlands relevant to the study of the ancient Near East – note that visitors who want to use the NINO library need to purchase a library card of € 30 and that these costs are eligible;

- collaboration with a researcher or research team at a Dutch university or museum;
- exploratory meetings geared towards setting up new collaborations in the Netherlands;
- presenting a paper at a conference or workshop on the ancient Near East organised in the Netherlands;
- attendance of a masterclass in ancient Near Eastern Studies or specialist course organised in the Netherlands;
- airfare to an airport in the Netherlands, or train/bus ticket from place of residence to destination in the Netherlands; when traveling by car applicants can be reimbursed at the standard rate of € 0,19 per kilometre;
- accommodation.

Non-eligible purposes and costs include:

- travel to other destinations than the Netherlands;
- attending a conference or workshop without presenting a paper;
- tuition fees;
- entrance tickets;
- tourism;
- food and drink;
- purchase or rent of equipment;
- *per diem* (daily allowance);
- travel costs to and from an airport near destination/place of residence;
- costs for visa;
- insurance costs.



When planning your trip to the Netherlands, note that

- EU citizens do not need a visa to stay in the Netherlands;
- non-EU citizens can apply for a visa to stay in the Netherlands for 90 days;
- NINO will not assist in the visa application process;
- NINO can provide an official statement of your grant award upon your request;
- successful applicants, who are awarded an Incoming Mobility Grant, are NINO grantees (not NINO Visiting Research Fellows or any other title).

3.2 Outgoing Mobility Grant

The maximum amount for an application is € 1500. This is a maximum, not a set amount. Our Outgoing Mobility Grants budget is € 6000 per year total, and we strive to grant as many deserving applications as we can. Generally we will give preference to research trips over conference visits.

Eligible purposes and costs include:

- research into collections or archives relevant to the study of the ancient Near East;
- participation in an excavation;
- presenting a paper at a conference;
- membership or registration fees;
- library fees;
- airfare to an airport near destination, or train/bus ticket from place of residence to destination, or fuel costs from place of residence to destination (at the standard rate of € 0,19 per kilometre);
- accommodation.

Non-eligible purposes and costs include:

- accommodation at an excavation (we expect participants to be housed with the expedition);
- tuition fees;

- tourism;
- food and drink;
- purchase or rent of equipment;
- *per diem* (daily allowance);
- travel costs to and from an airport near destination/place of residence.

When planning your trip abroad, note that

- NINO will not assist in visa application processes, or introductions at receiving institutions;
- NINO can provide an official statement of your grant award upon your request;
- successful applicants, who are awarded an Outgoing Mobility Grant, are NINO grantees (not NINO Research Fellows or any other title).

4. How to submit an application

Applicants should use the online submission form on the NINO website (www.nino-leiden.nl/funding/nino-incoming-mobility-grant or www.nino-leiden.nl/funding/nino-outgoing-mobility-grant). A complete application consists of (1) the information filled into the online submission form, and (2) three correct documents specified in the online submission form.

Correct documents (short CV, research proposal, and motivation letter)

- are addressed, where relevant, to the NINO Academic Committee;
- are written in correct Dutch or English;
- include the following information:
 - your official name, with the surname (or family name) in CAPITAL letters;
 - the beginning and end dates of your proposed trip,
 - a clear and short description of the goal of your trip,
 - a budget table showing the amount asked from NINO, and the amount(s) asked/obtained from other funding agencies or



institutions;

- are pdf documents (not Word documents);
- are in a clearly legible format;
- do not exceed the maximum number of pages specified in the upload form.

4.1 Tips for writing and submitting an application

If you are not a native speaker of English or Dutch, consider having your English or Dutch text checked for corrections.

Preferences for text formatting: page size A4, font size 11 or 12 pt, single or 1.5 line spacing.

Use one version of your name in all your correspondence with NINO and indicate your surname (or “family name”) in CAPITAL LETTERS; use the version that will appear on the conference program, on your project report, etc. Nicknames or shortened names can be confusing.

If you have obtained or applied for any other funds regarding your trip, clearly mention them in your budget table. Matching funds are an asset to your application.

Clearly mention the preparations you have made for your visit: mention your contacts and agreements with receiving institutions, permissions to visit collections, to attend meetings, to follow classes, etc.

For Incoming Mobility Grants: clearly state the reason(s) to carry out your research at a university or institute in the Netherlands, as opposed to possibilities in other countries.

Do not submit your application multiple times. You will receive an automated response confirming that your application has been delivered to NINO. We will let you know whether it is complete and correct; this may take up to five working days. If, for example, one of your documents has more than the maximum number of pages, we may ask you to send in a new version through email. We cannot guarantee that (new versions of) documents received after the deadline will be reviewed – they may be pushed to the next Academic Committee meeting.

Use one email address in your correspondence with NINO. Contact us through NINOfunding@hum.leidenuniv.nl, not through Facebook or Twitter.

5. Practicalities when you are awarded a grant

After the Academic Committee has taken its decisions, all applicants are individually informed by email. Applicants may expect to receive notice about the decision of the Academic Committee within 6-8 weeks after the submission deadline (refer to “Deadlines for application” above for approximate award dates).

Note that the Academic Committee may award a lower amount than applied for (e.g., when we receive more deserving applications than we are able to fully grant, and/or when the Committee feels costs can be lowered).

Mobility Grants must be used within a year following the award date.

You will be asked to send in a report (along with a picture) of your research visit. The report and picture may be used (with acknowledgements) by NINO in its newsletter or blogpost. Do not send receipts.

If you are awarded a NINO Mobility Grant, you are a NINO grantee, not a NINO Research Fellow or any other title. You may use the NINO logo to credit our contribution (e.g. in a PowerPoint, if you are presenting at a conference). NINO can provide suitable image files upon your request.

If the Academic Committee decides not to award you a Mobility Grant, you may of course apply again in a next round. Note, however, the reason(s) of the rejection, and make changes accordingly in your new application.

6. Don't forget

When you apply for a NINO Mobility Grant, it is your responsibility to arrange the necessary permissions and access at the receiving institution(s). Publicly accessible libraries and collections usually permit independent study and research. Check if you need to make appointments



ahead, seek out information on rules of access of relevant institution(s) before sending in your application to us.

Be advised that enrolling in classes at Dutch universities is subject to admission rules, and usually requires a tuition fee. NINO does not provide mediation.

By submitting your application to NINO

- you vouch for the veracity of the information you provide;
- you agree to NINO's conditions for application, and NINO's regulations for Incoming Mobility Grants;
- you agree that, if successful, your name may be included in communications by NINO about its grant scheme and grantees;
- you agree that, if successful, NINO may publish your report and picture in its newsletter or blogpost.

Nederlands Instituut voor het Nabije Oosten
The Netherlands Institute for the Near East
Witte Singel 25 / Matthias de Vrieshof 4
Postbus 9515, 2300 RA Leiden

 www.nino-leiden.nl

 NINOfunding@hum.leidenuniv.nl

The NINO research centre is part of Leiden University (Faculty of Humanities, LIAS).

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Het NINO-onderzoekscentrum is onderdeel van de Universiteit Leiden (FGW-LIAS).