

RESEARCH STAY ABROAD FOR ULB POSTDOCTORAL RESEARCHERS*

(*HOLDERS OF A DOCTORAL DEGREE – NON-ACADEMIC STAFF)



PURPOSE OF THE FUNDING

This funding aims to support initiatives that contribute to the internationalisation of ULB as a whole. This objective is pursued in particular through the development and strengthening of scientific partnerships, notably by fostering the mobility of members of the university community.

This funding provides financial support for **research stays lasting between 2 and 6 months** at a host institution abroad, to be carried out by **ULB researchers holding a doctoral degree**, who are **not** members of the academic staff.

Please note: this funding is not intended to finance a full postdoctoral position abroad. Its purpose is to enable ULB postdoctoral researchers to undertake a limited research stay abroad in order to deepen, enrich and further develop their ongoing research.



ELIGIBILITY CRITERIA

To be eligible, applicants must meet all of the following conditions:

- The candidate **can not be a member of the academic staff, nor hold a permanent FNRS** mandate;
- The candidate must have been under contract at ULB for at least one year at the time of application submission and must remain under contract at ULB until at least the end of the research stay covered by the application;
- This credit may not be combined with a Crédit d'Impulsion OUT awarded by ULB's International Credits Ranking Commission (CCCI).



SELECTION CRITERIA (NON-EXHAUSTIVE)

- **Quality criteria** : quality of the researcher (in particular on the basis of the CV), and of the application, clearly demonstrating the relevance and significance of the expected outcomes of the project in terms of research and/or teaching.
- **The relevance of the host institution and destination** in relation to the applicant's research topic.
- **Alignment with ULB's institutional strategy** and contribution to the development of collaborative dynamics between the two institutions;
- **Expected benefits** for ULB, the postdoctoral researcher and/or their research unit;
- The **impact of the mobility** on the dynamics of collaboration between ULB and the host institution.
- Applications involving a **privileged partner** are, in principle, considered a **priority**.
- In addition, having submitted applications to **other funding sources** (FNRS, foreign grants, etc.) is strongly encouraged and considered a positive element.



MAXIMUM AMOUNT AWARDED & ELIGIBLE COSTS

- €4,000 for a stay in a country of the European Union
- €5,000 for a stay outside the European Union

This funding operates on a **reimbursement basis** and covers actual **travel and accommodation expenses**, subject to the submission of **appropriate supporting documents** and in compliance with [ULB's Responsible Travel Policy](#).

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APPLICATION DATES & PROCEDURE

Applications must be submitted **no later than 15 October or 15 March** to the International Relations Office (delphine.lauwers@ulb.be) **as well as** to the applicant's faculty dean's office.

Please note: applications are subject to prior faculty ranking. Applicants are therefore advised to check with their faculty, as an **internal faculty deadline may be set earlier than the official submission deadline.**

APPLICATION STEPS

The complete application file must be submitted **by email in a single PDF file**, including the following mandatory documents:

- The online [application form](#), completed by the applicant;
- The [Supervisor's/Head of service's assessment form](#), completed and signed by the supervisor;
- The invitation letter from the host institution;
- The applicant's CV ([ULB template](#), including publications extracted from DI-fusion).

All documents must be sent as a single PDF file to: delphine.lauwers@ulb.be

Applications will be evaluated both by specialists in internationalisation (members of ULB's International Credits Ranking Commission – CCCI) and by specialists in the relevant academic field.

The faculty authorities will carry out an initial ranking of the applications.

LINKS TO FORMS

- To be completed by the applicant: [Application form](#)
- To be completed by the head of department/supervisor: [Supervisor's/Head of service's assessment form](#)



INDICATIVE SELECTION TIMELINE

Application submission	Faculty ranking	Selection committee	Academic council validation	Communication of results
15 October	15 November	Early December	Mid / late December	Late December / early January
15 March	15 April	Early / mid-May	Late May / early June	Early / mid-June



RESPONSIBLE TRAVEL POLICY

As part of the Climate Plan, ULB has implemented a [Responsible Travel Policy](#), aiming to reduce overall greenhouse-gas emissions. The policy relies on three levers: optimising travel, prioritising lower-carbon transport for closer destinations, and offsetting greenhouse-gas emissions. For "Green Cities" reachable by train in under 6 hours, air travel is no longer reimbursed. The list of these cities and all related information is available on the [dedicated page](#) of the ULB website.

Beneficiaries who choose a sustainable mode of transport to travel to an "Orange City" (or beyond) under this funding scheme may be eligible for an additional financial contribution of €200.



ANNEX – GENERAL REGULATIONS ON THE AWARDING OF CCCI CREDITS

- The list of publications by ULB members must be extracted from DI-fusion; otherwise, the application will be deemed ineligible.
- ULB's International Credits Ranking Commission (CCCI) acts as the selection panel for the credits described in these regulations.
- The academic authorities reserve the right to award credits on a discretionary basis, in urgent cases or in the context of priority partnerships.
- Any CCCI decision involving an amount exceeding €2,500 must be ratified by the Academic Council (CoA).
- The existence of a cooperation agreement shall in no case be considered a criterion for the automatic awarding of credits.
- In accordance with the principle of subsidiarity and complementarity, applicants are encouraged to review existing funding opportunities and to submit applications to other funding sources.
- Holding external funding is considered an asset when applying for complementary ULB funding.
- Applications must be submitted directly to the International Relations Office by the deadline indicated in these regulations. For funding schemes requiring faculty ranking, applications must also be submitted to the relevant faculty; faculty deadlines may differ.
- If a previous application has been selected, applicants must wait at least one academic year before submitting a new application to the same funding scheme, unless otherwise specified.
- An activity report must be submitted within one month following the end of the mobility period. No new application may be considered without this report.
- Airline tickets must be booked at the most advantageous fare, in accordance with ULB's Responsible Travel Policy.
- Credits are awarded for a specific purpose. Only expenses directly related to that purpose and duly justified will be eligible. Any remaining balance may not be reallocated to another activity.