

The Institute of Digital Games Student Travel Grant

The Institute of Digital Games Student Travel Grant scheme offers students the possibility of receiving financial aid in order to participate and present their research at international conferences and other academic events. This scheme will provide students with the opportunity to further their research, bring work being done at the Institute to an international audience, take advantage of networking opportunities, and begin to position themselves within the international academic community.

Eligibility

The grant will be open to students at the Institute of Digital Games at both Ph.D. and M.Sc. level who are not able to benefit from other sources of funding (such as scholarships, grants or project funds) to sponsor the research travel in question. To be eligible, a student needs to already have an accepted research submission at the conference, workshop, symposium or seminar they wish to attend. Multiple students cannot receive funding to jointly deliver a single presentation.

Applicants need to be registered and active students at the Institute both at the time of the application and at the time of the event they are applying to attend. Students cannot apply for the travel grant before they have commenced their first semester of studies, and they likewise cannot apply to attend an event taking place after their expected graduation date.

Budget

The annual budget for the scheme is capped at €3,000, and funds are available on a first come, first served basis every calendar year. Any remaining funds which are not used in a calendar year can roll into the next calendar year.

The maximum allocation per student is capped at €1,500.

Eligible costs

The travel grant can be used to cover conference fees, flights (or other modes of transportation), and accommodation for the duration of the conference (or other academic event). Other costs are not eligible.

Application procedure

Applications are to be made via email to Jasper Schellekens, providing:

- Details of the event the student wishes to attend, including a link to the event website
 - Evidence of an accepted submission
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- Budget, including evidence of conference fee, flight or other travel costs, and accommodation costs

Evaluation

Applications for the Student Research Travel Grant will be evaluated by a board consisting of three faculty members from the Institute of Digital Games, to be appointed by the Director of the Institute. The board will (i) evaluate the relevance and validity of the conference, seminar or workshop for the student's work, and (ii) confirm that the student has received an acceptance notification to present their work at the event.

In cases where insufficient funding remains in the annual budget to cover the budget requested in an application, partial funding may be offered to the student.

In the case of a negative decision by the board, a justification will be provided to the student. The student has the opportunity to appeal and respond to this justification, following which the board will reevaluate the application. At this stage, the board's decision is final.

Disbursement of funds

50% of the budget will be paid to the student at the time of the award. The remaining 50% will be paid as a reimbursement following the event and the submission of a travel report and accompanying documentation.

Recipient responsibilities

Following their research travel, recipients of the travel grant are required to submit a travel form, accompanied by a certificate or other evidence of their participation in the conference, and evidence of all budgeted expenses in the form of flight booking confirmation, accommodation invoice, and conference fee invoice.

In the event that the recipient of the Travel Fund is unable to participate in the academic event for documented medical or family reasons, they will not be required to refund the 50% of the funds they have received, but will not be awarded the remaining balance. If the recipient does not participate in the academic event without valid documented justification, or if they do not provide the required report and documentation of expenses within three calendar months of the event, they will be required to return the funds they have received.