



RESEARCHERS MISSIONS: ABSENCES AND FUNDING SPS GUIDELINES

Absences

- Must be in residence when receiving grant. **This applies to all 4 years.**
- Absence on mission for one month is allowed with permission of supervisor; two months with permission of Head of Department
- For absences longer than two months you must apply for *leave of absence*. This must be approved by the Department and by the Admissions Committee.
- Leave of absence is available:
 - With grant, which is normal for exchanges
 - Without grant, which is normal for paid stages. In this case, the clock is stopped, deadlines postponed by the length of the stage and the grant resumed when you return.
 - Without grant for medical leave. The same conditions apply as above.
 - With grant or without grant for parental leave. If leave is without grant, then the clock is stopped, deadlines are postponed and the grant is resumed when you return. If it is with grant, then deadlines can be changed but, unless the national grant authority provides parental leave pay, then the EUI grant is not prolonged. This means that in order to qualify for the fourth year completion grant at the right time, you must meet the original deadlines.

Mission Funding

- Mission funding is limited, and is granted at the discretion of the Department.
- Mission funding is normally not allowed in the first year.
- In years 2 and 3 mission funding is granted for field work and other essential trips, with a lower priority for presenting papers at conference.
- In year 4 funding may be granted, although this is usually only for presenting papers at conferences.
- In order to avail of funding for presenting papers at conferences, researchers are expected to supply a copy of the paper that has been presented.
- Limited funding is available for summer schools, and this can be applied for as of the summer at the end of first year. Funding for summer schools is conditional upon the school offering essential training that is not available within the internal Institute programme.
- Mission funding is conditional on researchers having completed their requirements to date.
- Mission funding is available only to researchers currently on grant.
- Mission funding is not granted to researchers who are on exchange visits to other universities or on leave of absence, except for some help towards travel expenses to the other university.
- Researchers may apply for non-mission expenses of various sorts, although these are very limited and are granted up to a maximum of 50% of receipted expenses.
- Mission requests should be submitted by the advertised deadlines.
- Requests should include the two relevant forms. Supervisors also grade requests. The proportion of funding allowed will normally reflect this grading, subject to overall department rules and considerations of equity among applicants.
- Funding decisions are made formally by the head of department advised by a committee consisting of the administrative assistant, financial site officer and a representative of the researchers. This committee normally works by consensus.
- Each year the committee decides on a ceiling for the maximum funding that any one researcher can receive in that year. This is not an entitlement and the average amount received is (by definition) well below that maximum.
- In case of excessive demand, it is often not possible to meet 100% of each request.
- Researchers on lower grants will tend to receive more than those on higher grants.

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