**ESIL TRAVEL GRANTS**

The ESIL Travel Grants scheme supports attendance of ESIL members at ESIL events (ESIL Annual Conferences, ESIL Research Fora, ESIL Joint Events, etc.).

ESIL Travel grants are awarded to speakers or chairs at ESIL events and are intended as a contribution to the expenses of attending the event, covering travel, accommodation, and incidental expenses.

**ELIGIBILITY CRITERIA**

* **Only current ESIL members who are chairs or speakers at one of the ESIL events listed below can apply for an ESIL Travel Grant:**
	+ Annual Conference
	+ Research Forum
	+ ESIL Joint Events
	+ ESIL Interest Groups’ Pre Annual Conference Workshops.

(*N.B.: chairs and speakers at ESIL Interest Groups’ Pre Annual Conference Workshops can receive a travel grant only if they also attend the Annual Conference*).

* **New ESIL members who submit an ESIL Travel Grant application must have joined ESIL for the first time before the deadline of the Call for Papers for the event (if applicable).**
* **You can only apply for an ESIL Travel Grant if you are not receiving financial support from your institution or any other organisation to attend the ESIL event.**
* **You can only receive one ESIL Travel Grant per calendar year.**

**Point system, AWARDING AND payment of the grant**

If there are more applications than available funds, applications will be ranked using a point system, using the following criteria:

* Status on programme (speaker /chair).
* Gender balance.
* Geographical origin (priority given to applicants based in developing countries).
* Travel by train or other forms of public/collective transport.
* Career stage (priority given to early-career applicants).
* Contribution to ESIL (priority given to applicants who have demonstrated special engagement with ESIL, such as engagement with Interest Groups or past ESIL membership).
* Past awards (priority given to applicants who have not previously been awarded a grant).

The exact value of the ESIL Travel grant will be decided on the basis of the available funds and following the evaluation of each application against eligibility and, if applicable, point system criteria.

If you are eligible for a grant, the amount will be transferred to you after the event. You will receive an invitation in your inbox from the EUI Reimbursement Platform to upload all your travel documents and the requested information (complete bank details) within one month after the event.

You may be asked to write a short 'feature' report about your experience for publication on the ESIL website or in ESIL publications.

**HOW TO APPLY**

Send the complete application form via email to esil.secretariat@eui.eu by indicating in the subject “**ESIL Travel Grant Application/SURNAME**” before the application deadline.

Please send the application form along with a brief CV as a single PDF.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HEREBY DECLARE THAT I WILL NOT RECEIVE FINANCIAL SUPPORT FROM MY INSTITUTION OR ANY OTHER ORGANISATION TO ATTEND THE ESIL EVENT.**

**Applicant's signature (e-signatures accepted) Date: XX/XX/XXXX**

|  |
| --- |
| **ESIL Travel Grant Application Form** |
| **Name and Surname** |  |
| **E-mail** |  |
| **Gender** |  |
| **Nationality** |  |
| **Institutional Affiliation** |  |
| **Position/Role** |  |
| **Postal address** |  |
| **Where will you travel from to attend the event?** |  |
| **Radius distance of your journey in km (one-way) based on** [**Erasmus+ Distance Calculator**](https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator) |  |
| **Means of transport** (car, train etc.) |  |
| **Are you currently an ESIL member?** | *If YES, please indicate the date when you joined ESIL and your type of membership.* |
| **Have you previously received an ESIL Travel Grant?** | *Please give details, if applicable.* |
| **Have you previously participated in other ESIL events?** | *Please give details, if applicable.* |

|  |
| --- |
| **Give full details of the ESIL event you are participating in** |
| **Event Name, Venue, and Date(s):** |  |
| **Your status on the programme of the event** (e.g. indicate clearly if you are a speaker or chair in the Annual Conference or an Interest Group pre-Annual Conference workshop and provide as many details as possible). |  |