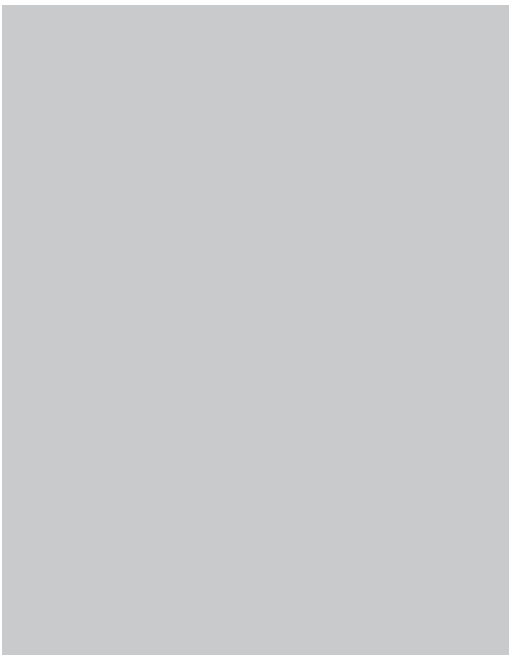


# Guidelines for awarding grants from internal funds

## FUND APPLICATIONS CONSIDERED BY THE FUNDS COMMITTEE



NHH



Adopted by the Funds Board  
on 15 June 2023



# 1. INTRODUCTION

## 1.1 MANAGEMENT STRUCTURE

There are currently two internal funds at NHH; the Research Fund (*NHHs fond til forskning og høyskolens beste*) and the Grant Fund (*NHHs fond for utdeling av stipend/reisestipend*).<sup>1</sup> The Board for the School's Funds and Bequests (the Funds Board) is responsible for both funds. The Funds Board is normally composed of the same members as the Board of NHH, and is chaired by its Chair. The Funds Board adopts statutes for the two funds, guidelines for awarding funding and the funds' investment instructions.

The Funds Committee (FUF) is a body that has been delegated authority from the Funds Board to make decisions on the awarding of funding. Allocations will be made based on the recommendations of the departments, and, for student events, by the Executive Board of the Student Association. Allocations are made within the financial limits determined by the Funds Board, and the current withdrawal rule limits the annual net payment to normally represent 5% of the average total equity for the previous five financial years.

The Funds Board shall check and verify that allocations are in accordance with the applicable guidelines and statutes, and the decisions made by the Funds Committee are reported to the Funds Board in connection with consideration of the funds' annual report and accounts. The Funds Board has authorised the Funds Committee to determine and regulate the amount limits in the guidelines.

In addition to the two internal funds, there are nine external funds at NHH. These funds have their own boards, their own statutes and guidelines for awarding funds and their own investment instructions, but are managed by NHH.

## 1.2 PURPOSE

The return on NHH's internal funds shall be used actively for stimulation measures to achieve NHH's strategic objectives by awarding *grants* to employees and groups of students. The funding shall as a rule not be used to cover expenses of a nature indicating that they should be covered by operating expenses. Grants may primarily be awarded to:

### Measures to stimulate research and research dissemination

- stays for research/study purposes at recognised foreign institutions
- attendance at academic conferences and workshops

### Events and activities that serve to promote NHH

- academic events and activities organised by the departments or NHH staff
- academic events, e.g. conferences, organised by student groups

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<sup>1</sup> NHH's Research Fund is the result of the conversion of NHH's previous research fund and merger with 16 funds affiliated to NHH. The purpose of the fund is to support stimulation measures to achieve NHH's strategic objectives. Allocations shall primarily be made for research-related purposes and measures/events and activities that serve to promote NHH.

NHH's Grant Fund is the result of the conversion of Sturla Amundsen's bequest to NHH and merger with nine funds affiliated to NHH. The object of the fund is to support stimulation measures to achieve NHH's strategic objectives. Its funds are to be distributed as scholarships and travel grants. The distribution key for allocations is 96% for academic staff and 4% for students.

- social events and activities that are open to everyone at NHH, groups of staff or large groups of students.

## 1.3 COMMON RULES FOR ALLOCATIONS

### 1.3.1 Recipients

Individual recipients must have their principal position at NHH or be students on NHH's doctoral degree programme. Employees must have taken up their position in the period to which the allocation applies. Doctoral students must be enrolled in the doctoral programme in the period to which the allocation applies. If the employment relationship is terminated, the right to funding lapses from the date on which the notice of resignation is submitted to NHH.

### 1.3.2 Application deadlines

The application deadlines are 1 February, 1 May and 1 October. Applications from academic staff, with the necessary attachments, must be received by the departments by the internal deadlines set by the departments themselves. Applications from student groups, with the necessary attachments, must be received by the Executive Board of the Student Association by the internal deadline set by the Executive Board. Applications submitted outside the fixed deadlines will normally not be considered. Applications relating to objectives that have been achieved at the time of application will not be considered.

### 1.3.3 External funding

In cases where grants may be obtained from external sources, such grants shall be applied for. The applicant shall provide information about the status of any applications for external funding.

### 1.3.4 Additional expenses

Grants from funds are intended to cover *additional expenses* in connection with travel, stays and events.

### 1.3.5 Travel expenses

Travel expenses are covered in full. Travel expenses are calculated in the most practical and cheapest manner. Other necessary expenses relating to travel may also be covered, such as the cost of a visa when this is necessary to complete the journey.

The applicant is responsible for obtaining the appropriate travel documents prior to the journey. The funds do not cover travel expenses for purchased journeys that cannot be completed due to lack of travel documents.

As a state-owned institution, NHH is a self-insurer. This means that NHH covers the amount of compensation from the budget without taking out insurance. However, the applicant is recommended to take out year-round travel insurance. NHH will refund the annual fee for staff's private credit cards through NHH's agreement with Eurocard, and use of the credit card Eurocard Gold will, under certain circumstances, include favourable travel and cancellation insurance.

The funds cover non-refundable travel expenses incurred when the applicant cannot be held responsible for such circumstances. Refunds must first be applied for via insurance.

### **1.3.6 Subsistence expenses**

Subsistence expenses are calculated according to the per diem rates set by the Funds Committee. By *per diem rate* is meant the sum of the *government rates for subsistence allowance* and *the accommodation rate stipulated by the Funds Committee*. Compensation surcharges are not awarded for international travel.

Attendance at conferences that requires long travel may be covered for up to two additional days beyond the duration of the conference; one day before and one day after the conference.

### **1.3.7 Right to healthcare in connection with stays abroad**

Information about healthcare rights as an employee stationed abroad can be found at [Helsenorge](#), both for stays in the EU/EEA and Switzerland, and outside the EU/EEA. In the event of acute illness or accidental injury, the employee may use the travel insurance provided through the credit card, cf. section 1.3.5 Travel expenses. If health services are needed that are not covered by the travel insurance, the employee can pay for it with the credit card and ask NHH to refund the amount and apply for a refund from [Helfo](#) for the employee and the employee's family. If the host institution requires membership of a local health insurance scheme, NHH can cover such expenses.

### **1.3.8 Coverage of travel and subsistence expenses**

Coverage of travel and/or subsistence expenses cannot be claimed for participating in activities if such expenses are covered by the host or client. The Norwegian government regulations for the calculation of subsistence allowance shall otherwise apply.

### **1.3.9 Presentation of paper at recognised academic conferences and workshops**

Grants to present the same work (paper) will normally only be awarded for up to two conferences.

Grants for presentation of joint work (paper) by two or more NHH employees will normally only be awarded to one of the authors. Exceptions may, for example, be joint work where a senior member of staff can help to introduce a junior member of staff to a recognised academic environment.

### **1.3.10 Travel expense form and report on the academic benefit**

Travel expense forms must be uploaded to NHH's travel expense form portal no later than one month after the activity has been completed. Receipts are required for travel and subsistence expenses. The travel expense form includes a comments field where the applicant can provide a brief report on the academic benefit from the allocation.

The conference programme or confirmation of acceptance of a paper must be attached to the report if the presentation of the paper was a condition for the allocation and such confirmation was not available at the time of application. Presented papers must be registered in the research information system Cristin.

Failure to submit reports for previous allocations will be taken into account when considering new applications.

### **1.3.11. Changed conditions for allocation**

The applicant must inform the department (Executive Board of the Student Association) and the Funds Administration ([fond@nhh.no](mailto:fond@nhh.no)) if the conditions for the granted allocation change.

### **1.3.12 Repayment**

If payment is made in advance for travel and subsistence expenses, any unused funds can be repaid through deductions from pay. In the event of advance payment, a deduction may be made from pay if a travel expense form has not been submitted within the deadline of one month after the activity has been completed.

## **2. ALLOCATIONS TO STAFF IN TEACHING AND RESEARCH POSITIONS AND EMERITI**

### **2.1 PURPOSES FOR WHICH GRANTS MAY BE AWARDED**

#### **2.1.1 Professors, associate professors and assistant professors**

**a)** Stays abroad in connection with a research leave, where the stay meets the following criteria:

- Lasts for at least one continuous month
- Takes place at a recognised foreign institution (by invitation)
- Has the main objective of establishing new contacts and contributing to academic development
- Is related to the purpose of the granted research leave.

**b)** Attendance at recognised conferences or workshops, where the applicant meets one or more of the following criteria:

- Presentation of own work (paper) in contexts where a reasonable academic benefit can be expected. Poster presentations are normally not awarded grants.
- Exemptions can be made from the requirement for presentation of own work on the following grounds:
  - For the most important and leading conferences in a field in which attendance is important to promote NHH
  - To act as a discussant and session leader at recognised conferences
  - To be NHH's representative on the board of the organising body
  - For employees who are going to prepare a similar conference at NHH, or if the conference is for some other reason deemed to be very important to NHH
  - High administrative workload at NHH.

Emeriti can only be awarded funding under point b).

#### **2.1.2 Post-doctoral fellows**

**a)** One to two stays abroad during the post-doctoral period, where the stay meets the following criteria:

- Lasts for at least one continuous month
- Takes place at a recognised foreign institution (by invitation)

- Has the main objective of establishing new contacts and contributing to academic development
- Is related to the purpose of the post-doctoral appointment.

**b)** Attendance at recognised conferences or workshops, where the applicant meets the following criteria:

- Presentation of own work (paper) in contexts where a reasonable academic benefit can be expected. Poster presentations are normally not awarded grants.

### **2.1.3 PHD candidates and doctoral students**

**a)** One stay abroad in connection with the doctoral degree programme, where the stay meets the following criteria:

- Lasts for at least one semester, or a minimum of four continuous months
- Takes place at a recognised foreign institution (by invitation)
- Has the main objective of establishing new contacts and contributing to academic development
- Includes the applicant participating in one or more academic activities organised by the host institution
- Is undertaken in consultation with, and on the recommendation of, the department and the principal supervisor.

**b)** Attendance at recognised conferences or workshops/ ‘doctoral consortia’ on the recommendation of the department and principal supervisor, where the applicant meets the following criteria:

- Presentation of own work (paper) in contexts where a reasonable academic benefit can be expected. Poster presentations are not normally awarded grants.

**c)** Attendance at one recognised job market conference following a specific recommendation by the department and principal supervisor, where the applicant is at the end of their doctoral programme and has an agreement on job market interviews and, if relevant, presentation of their own thesis work (job market paper).

## **2.2 CALCULATION OF GRANTS**

### **2.2.1 Academic conferences and workshops**

The Funds Committee sets the amount limits. The annual limit is currently NOK 30,000 for men and NOK 40,000 for women, cf. the Action Plan for Improved Gender Equality in Academic Positions.

Rates for stays are calculated on the basis of the national per diem allowance times the number of days.

Grants for attending a recognised job market conference for NHH PhD candidates without a presentation of their own thesis work (job market paper) can be awarded for up to 50% of the rate for ordinary conferences.

## 2.2.2 Stays abroad

### a) Coverage of expenses

Grants for stays abroad in connection with research leaves, post-doctoral projects and doctoral degree programmes are intended to cover start-up expenses and additional expenses in connection with the stay.

Grants can also be awarded to cover travel expenses and additional subsistence expenses for a spouse/cohabitant and children in cases where they will be staying with the NHH employee during most of the stay abroad.<sup>2</sup>

Special grounds must be given for applications for grants to cover travel expenses and additional subsistence expenses for family members, and may only be granted for stays of at least three months' duration.

Grants will not be awarded for family members who are to study or work during the stay abroad and who are eligible to have their travel and/or additional expenses in connection with the stay covered by others.

Grants can be awarded for one or more journeys home during stays abroad lasting at least three months. This will be assessed on the basis of the individual's family situation, for example in cases where the applicant traveling alone has special care responsibilities and thus needs to return home to attend to their family commitments. Grants for stays are calculated in the ordinary manner, at the rates for single persons for the entire period of stay abroad.

For academic staff who have small children and choose to travel without their families, financial support may be granted for several shorter stays during a research leave, but in such cases, the grant will be calculated as if it concerned one stay abroad. Each individual stay must be of a certain duration, preferably at least one continuous month. The reason why a flexible solution is necessary must be stated in the application. Grants for stays are calculated in the ordinary manner at the rates for single persons for the entire period of stay abroad.

Stays abroad for NHH PhD candidates are covered by 50% of NHH's ordinary rates.

### c) Subsistence allowance rates (and deductions)

A **start-up grant** is awarded equivalent to seven times the national per diem allowance for the *first* month.

In addition, for *all* months, a monthly **subsistence grant** is granted as a percentage of the calculated start-up grant. The grant is based on the size of the household (number of persons) during the stay abroad:

Number of persons	1	2	3	4	5+
Percentage	40	60	70	75	80

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<sup>2</sup> Children must live at home and be part of the employee's household. Cohabitant refers to a permanent, lasting cohabitation relationship between two people who live together and have been registered with a shared home/address in the Population Register for the past six months.



The start-up grant will only be awarded once even if the stay abroad is spent in several different places/countries. In such cases, the highest start-up rate may be applied, irrespective of which of the destinations you travel to first. However, the subsistence grant is calculated on the basis of the actual period of stay in the different places/countries.

Applicants where both are employed in teaching and research positions at NHH will be treated as one household, not as two individual applicants when calculating grants for stays abroad.

Applicants who have received grants for stays abroad, and who apply for travel and subsistence grants for attendance at academic conferences and workshops during their stay abroad, will not have subsistence covered for the conference attendance.

For longer stays in countries that have a tax treaty with Norway and that qualify for tax exemption, the grant for subsistence expenses will be reduced by 40%. Each applicant must submit an application to the tax authorities for tax exemption for stays abroad before departure. In practice, the tax exemption scheme currently applies only to stays in the USA and the tax authorities also require stays to be of a certain duration in order to grant exemptions, in practice at least five months.

### **2.2.3 Doctoral students without an employment relationship at NHH**

Doctoral students who do not have an employment relationship at NHH can be awarded up to half of the grant a research fellow employed by NHH would receive. The student's employer (source of funding) is expected to cover the other half. It is a precondition that the applicant is enrolled in the doctoral degree programme at NHH in the period to which the allocation applies.

## **2.3. REQUIREMENTS RELATING TO THE APPLICATION**

Applications for funding must be submitted through NHH's application portal.

The application must set out:

- The purpose of the application. The reasons why a grant is likely to further the applicant's academic development and/or NHH's strategic objectives.
- Any invitations and recommendations as well as information about the conference/workshop. Any websites should be linked to or attached as a PDF printout.
- Expenses including travel expenses, expenses relating to attendance at the conference, workshop etc. and subsistence expenses. Furthermore:
  - any income
  - whether the applicant has applied for funding from external sources for the same purpose
  - whether the travel grant received from NHH is for activities that will be completed during the calendar year the application applies to.

## **3. ALLOCATIONS FOR EVENTS AND ACTIVITIES**



### **3.1 PURPOSES FOR WHICH GRANTS MAY BE AWARDED**

Grants in the form of a *deficit guarantee* can be awarded for:

- academic events and activities organised by departments or NHH staff
- academic events, e.g. conferences, organised by students
- social events and activities that are open to everyone at NHH, groups of employees or large groups of students.

Normally, no funding will be awarded for activities that make a profit or break even, nor for activities relating to ordinary operations. As a rule, participation fees must be included as part of the funding of the measure.

Events etc. must, as a rule, take place on NHH premises.

### **3.2 REQUIREMENTS RELATING TO THE APPLICATION**

Applications for funding for events and activities organised by departments or members of staff are to be submitted to the department to which the person primarily responsible for the application is affiliated.

Applications for funding for events and activities organised by students are to be submitted to the organisation secretary/head of financial affairs of the Executive Board of the Student Association.

The application must set out

- the purpose of the application
- a budget showing costs and income, including own contributions and funding from other parties
- previously received allocations from NHH for the same or a similar purpose.