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| Submit to:  Royal Academy Antwerp: Els DE BRUYN - 03 213 71 20 - [els.debruyn@ap.be](mailto:els.debruyn@ap.be)  Royal Conservatoire Antwerp: Kevin VOETS - 03 244 18 27 - [kevin.voets@ap.be](mailto:kevin.voets@ap.be)  Sint Lucas Antwerp: Ruth LOOS - 0494 03 40 51 - [ruth.loos@kdg.be](mailto:ruth.loos@kdg.be) |

1. Identification of the project

Project title Dutch (5-200 characters):

Project title English (5-200 characters)::

**Supervisor University (max. 1)**:

**Supervisor School of Arts**:

**PhD student:**

1. FRIS data° (data for registration in the Antigoon-database)

**°Flanders Research Information Space (**[**https://researchportal.be**](https://researchportal.be) **)**

**Abstract Dutch (200-4000 characters)**

**Abstract English (200-4000 characters)**

**\*Discipline codes (min.1) (see appendix FLEMISH RESEARCH DISCIPLINE LIST)**

**\*Key words (2-4)**

1. Budget for the research project

*The PhD student will receive a lump sum of €3000 for operational expenses throughout the entire duration of his/her PhD programme. Provide concise justification for the expenditure of the bench fee, taking into account the University Research Fund regulations (see Appendix 1)*

*Appendix 1*

### UAntwerp University Research Fund Allocation Regulations

### Version of 2015 – UAntwerp Executive Board meeting of 17/11/2015

### …

### Article 107.

All expenditures justified as operational credits must be acceptable according to the relevant regulations compiled by the Board of Administration with regard to expenditures charged to research projects.

Only the following expenses can be justified as operational credits, in so far as they are listed in the original proposal and only to the extent that they are related to the normal performance of the project:

* ordinary operational costs that are necessary for the performance of the project;
* compensation based on performance delivered, not designed as any form of social security for student workers, those involved in conducting surveys or similar workers, and/or expenses incurred following the invitation of a visiting researcher to the research unit within the framework of the project (or similar purposes);
* minor equipment worth less than €5000 per unit that is necessary to the realisation of the project;
* costs for study residencies and participation in conferences abroad, but only for the supervisor or member of the academic staff appointed to the project, in so far as the activity is relevant to the allocated project;
* purchase of scientific literature on the issue to which the research relates;
* relocation expenses within Belgium for the supervisor or member of the academic staff employed for the project, in so far as they contribute to the realisation of the allocated project.

Expenses related to the organisation of study days or symposiums are acceptable only if they have already been incurred at the time that the research proposal is submitted. Even in this case, the expenses chargeable to the project remain limited to the costs of travel, residency and compensation for international speakers.

As a result, the following types of expenses (which are usually submitted by means a reimbursement request in the form of a ‘staff expense note’) are not chargeable to the University of Antwerp University Research Fund, unless they are chargeable as University Research Fund administration expenses or as part of the budget for ‘Research Board prizes’ (budget code FFBEO9061):

* 6030000 – journals
* 6123030 – gifts
* 6123040 – membership fees
* internet costs
* costs of representation, particularly restaurant and beverage expenses.

In some cases, following an individually justified request from a supervisor, the Chair of the Research Board is authorised to allow an exception to this rule.