



WORLD INTERNATIONAL STUDIES COMMITTEE

CONFERENCES AND WORKSHOPS TRAVEL GRANT POLICY

OCTOBER, 2019

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Depending on the current funding capacities the World International Studies Committee (WISC) can award a limited amount of travel grants for scholars participating in WISC-organized events.

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In particular, travel grants can be awarded for the following types of events:

- a. WISC Global International Studies Conferences (triannual),
- b. WISC workshops,
- c. Other WISC co-sponsored events depending on individual arrangements with local organizers.

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The budget for travel grants is determined for each event individually by the WISC Governing Board.

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The travel grant budget is administered by the WISC Treasurer with assistance of the WISC Executive Secretary.

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The primary purpose of travel grants is to supplement other funding sources for participants of WISC events. Travel grants provided by WISC are not meant to cover full costs related to participation in a WISC conference or workshop.

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There are no advance payments of travel grants. Each participant is responsible for her/his travel arrangements, and the disbursement of travel grants will follow only after the conference/workshop is over on presentation of adequate receipts/invoices.





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Travel grants will be distributed within 30 days after the completion of conference/workshop.

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No cash disbursements are possible. Travel grants are paid out upon receipt of eligible documents in a form indicated by workshop/conference participant in travel grant application. Available payment options include PayPal, TransferWise, and bank transfer. Bank transfers are possible only within the European Union and for regions where other methods of payment are not available. If bank transfer is selected, its costs are to be shared between WISC and grant awardee.

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Travel expenses eligible to be covered from travel grants include:

- a. Travel expenses: plane, bus, and train tickets. Only economy class or equivalent tickets will be reimbursed,
- b. Accommodation: Hotel, hostel, rented apartment during the time of conference/workshop.

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In order to have the expenses reimbursed each awardee needs to actively participate in the conference/workshop and provide WISC with original travel/accommodation receipts equal to at least the grant amount. The receipts should be made in the awardee's name and – if possibly – include the full name of WISC. In some cases, scanned receipts will be accepted.

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All awardees are obliged to confirm travel grant acceptance within 10 days of award notification. Failure to accept the grant by this deadline will result in its cancellation.

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Applications for travel grants are to be made by filling in a “WISC travel grant application form” available at the event's website, and sending the application to the WISC Treasurer within the deadline indicated at the website.

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Decisions to award travel grants are made by the Governing Board.





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WISC welcomes travel grant applications from all interested scholars, yet according to the WISC Statute scholars from Global South as well as junior and mid-career scholars will be preferred in the process of travel grant awarding.

Contact

If you have any questions or need additional information, please do not hesitate to contact us.

Email: treasurer@wiscnetwork.net

Website: <https://www.wiscnetwork.net/>

