

Manual database Travel Grants

Manual for students

This document contains a manual for students concerning the creation, submission and management of a grant application for the programme Travel Grants in the VLIR-UOS database. A step-by-step explanation will be given of what will be expected of you (as a student) to fill out and submit a grant application, and what you are expected to do during and after your trip.

Technical questions can always be directed to data@vliruos.be.

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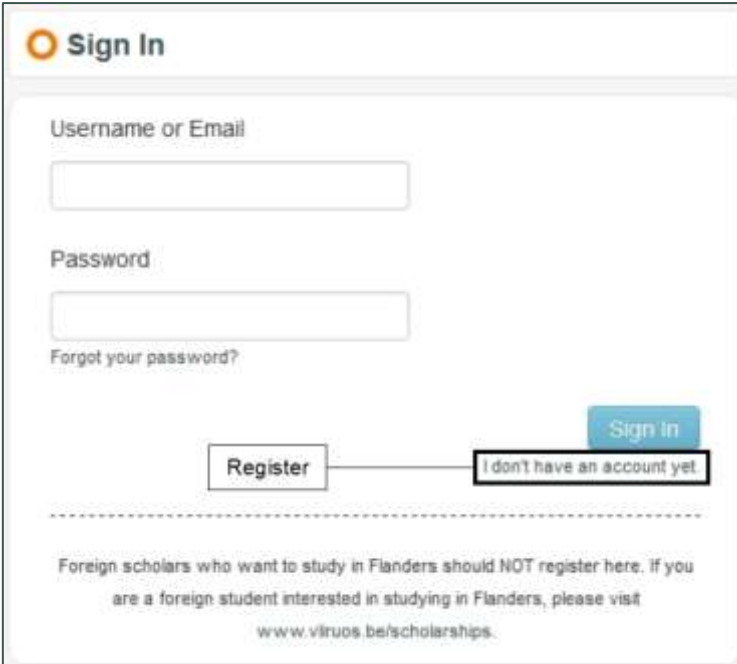
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1. Create a grant application

To create your grant application you can surf to the website data.vliruos.be. The VLIR-UOS database is used to manage more than just the Travel Grants. This is why the platform is in English. Therefore, you are expected to fill out your grant application in English.

1.1. Register and sign in

Below, you can see the homepage of the VLIR-UOS database. When you visit the database for the first time, you must register. To do this you must click on “I don’t have an account yet”. When you click there, a new screen will open. There you must fill in all the field.



Sign In

Username or Email

Password

Forgot your password?

Register

Sign In

I don't have an account yet

Foreign scholars who want to study in Flanders should NOT register here. If you are a foreign student interested in studying in Flanders, please visit www.vliruos.be/scholarships.

You will be asked twice for your e-mail address. The first e-mail address is your personal e-mail address, the second is the e-mail address you use as a student of your institution.

You will also be asked to fill in the institution you are affiliated with. Although you will see an option below to create a new institution, this will not be necessary for you. The database already contains all Flemish higher education institutions (universities and university colleges). Finally you will see the button “Add extra institution”. Using this button you can optionally add a second or third institution to your account. Normally you should only be enrolled in a single institution, which means this button will probably not be applicable to you.

Register

Personal Information

First name:

Last name:

Male Female

E-mail: **Personal e-mail address**

Password:

Verify password:

Institutions

Please choose I am connected to a Flemish higher education institution
 I am connected to another institution
 I am not connected to an institution.

Select Institutions

Institution: My institution is not in this list

E-mail: **E-mail address you use as a student**

Department:

When you click the button “Register”, you will receive an e-mail (in the inbox of your personal e-mail address) containing an activation link. This e-mail may appear in the spam folder, so be sure to check this map in your inbox as well. Only after you have clicked on the activation link will you will be able sign in to the database. You can sign in by filling in your username (your username is always the same as your personal e-mail address) and your password and by clicking on the button “Sign in”.

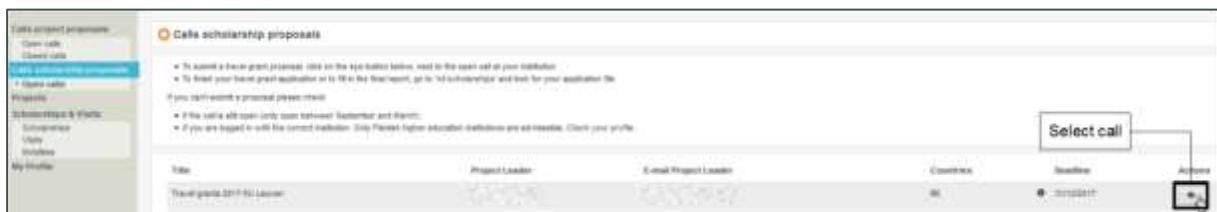
If you cannot remember your password, you can always ask for a new password. You can do this by clicking on “Forgot your password?” and then filling in your personal e-mail address. You will receive an

e-mail containing a link. Clicking this link will lead you to a screen where you will be able to fill in a new password.

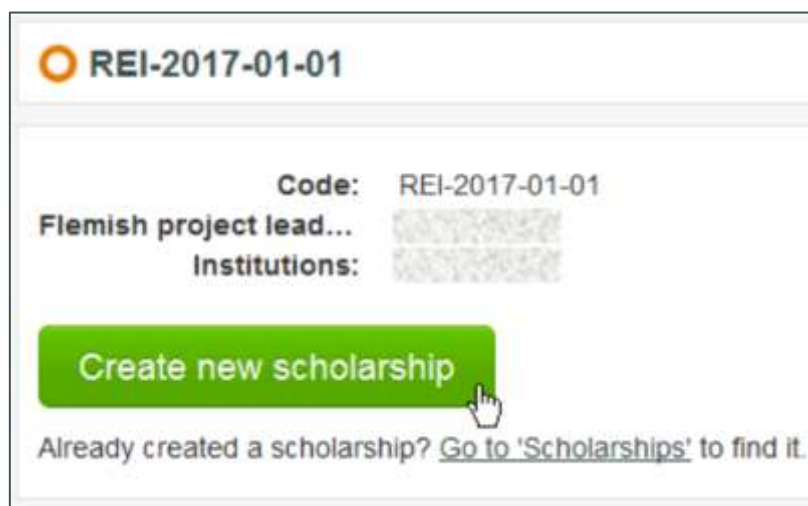


1.2. Create a grant application

When you are signed in to the database you will see a menu bar on the left. There you can click on “Open calls” below the title “Calls scholarship proposals”. This will show you an overview of all open calls for Travel Grants. You can select the call by clicking on the eye icon.



In the next screen you will be able to create your grant application by clicking on the green button “Create new scholarship”.



Obviously, you should not create a grant application every time you sign in. If you have already created a grant application in an earlier session, you can continue working on it by clicking on “Scholarships” in the menu on the left.

After you clicked on the button “Create new scholarship”, your grant application will still be in status “Initial”. You can always find the status of your grant application in the upper right corner of the screen.

Your grant application will stay in status “Initial” for as long as you have not yet clicked on the blue button “Save and continue”. After you have done this for the first time your grant application will have been created and it will now be in status “Draft”.

The screenshot shows a web interface for a scholarship application. At the top, it says "Scholarship for REI-2017-01-01" with a status of "Initial" and a period of "REI 2016-2021". Below this is a "Current status" section with a "Save and continue" button and a "Close" button. A callout box points to the "Save and continue" button with the text "Save you grant application for the first time". The form is divided into tabs: "Personal", "Scholarship info", "Project info", "Mobilities", "Attachments", and "Application Form". Under the "Personal" tab, there is a section for "Personal 2017" with a "General" sub-section. The "General" section contains fields for "First name" (John), "Last name" (Doe), and a gender selection (Male/Female) with "Female" selected.

Be sure not to click on the button “Close” before having saved your grant application for the first time. If you were to do this your grant application will be lost and you will need to create a new one.

1.3. Edit a grant application

When your grant application is in status “Draft”, you can sign off without losing your grant application. When you sign in again you can easily find your grant application by clicking on “Scholarships” in the menu on the left. There you can find an overview of all your grant applications (normally only one). You can edit your grant application by clicking on the blue pen icon. You can also simply read your grant application (without being able to edit anything). You can do this by clicking on the eye icon.

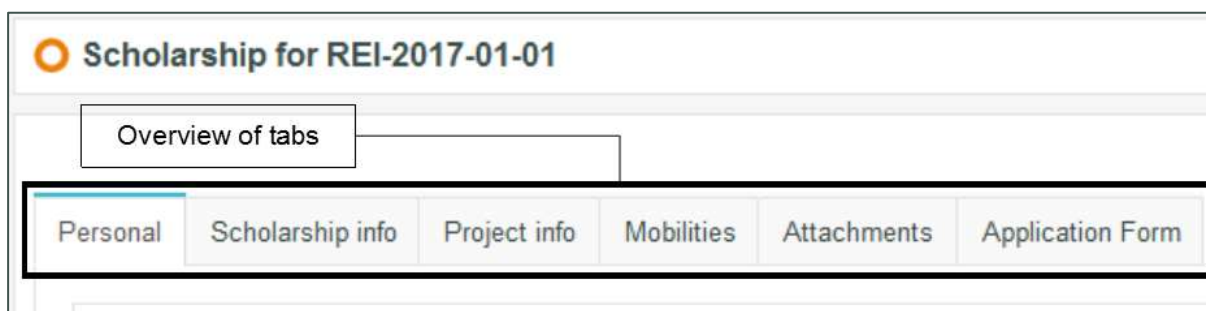
The screenshot shows a table with the following columns: Programme, Project Title, Scholarship Type, First name, Last name, My connection, Nationality, Score VLIR, Status, and Actions. A single row is visible with the following data: Programme: REI, Project Title: [faded], Scholarship Type: [faded], First name: [faded], Last name: [faded], My connection: [faded], Nationality: [faded], Score VLIR: [faded], Status: Draft. In the Actions column, there are two icons: an eye icon and a pen icon. Callouts point to these icons with the text "View grant application" and "Edit grant application" respectively.

When you make any changes to your grant application these changes will only be saved after clicking on the button ‘Save and continue’. When you visit a different page, close the browser or sign off (without saving), after having made changes to your grant application, you will lose all of the changes you made. By returning to a previous page in the browser you will not be able to recuperate the changes either.

A sign-in session in the database is automatically signed off when you have not clicked on the button “Save and continue” for over an hour. If the session were to sign off in this way, all unsaved changes will be lost. So make sure to click on “Save and continue” on a regular basis.

1.4. Filling in a grant application

A grant application consists of a number of tabs. Each tab will be elaborated below. It is mandatory to fill in all fields on all tabs. The questions about your trip can be found on the tab “Application form”.



If you wish to read all fields in a Word document, to be able to prepare yourself better, you can find the read version of the application [on our website](#).

1.4.1. Tab Personal

On the tab “Personal” you must fill in your personal data and data concerning your education. A number of data will already be filled in automatically, based on the data on your account. The table below elaborates on some of the fields.

#	Field	Description
A	E-mail	This field will be automatically filled in with your personal e-mail address on your account.
B	Institution	In this field you must fill in your institution. You can only pick from institutions on your account. You can add an institution on your account by clicking on “The institution is not in the list”. Since you are only enrolled in a single institution, this is not applicable to you.
C	Level of training	In this field you must fill in the level of the training (or study) you are enrolled in. You can only check one of the boxes.
D	Name of the training and current study programme (semester or year)	In this field you must fill in your training (or study) (fore example “second year master medicine”).
E	Study component	In this field you must indicate to what study component (or course) your trip is connected. You can only check one of the boxes.
F	Please indicate the number of credits for the study component	In this field you must fill in the number of credits for the study component (or course) which is connected to your trip.

General

First name:

Last name:

Male Female

Birthday:

Place of birth:

Country of birth:

Nationality:

Contact

A E-mail:

Phone:

Home address

Address:

Zip code:

City:

State / Province:

Country:

Education

B Institution:

The institution is not in the list

C Level of training: Professional bachelor Academic bachelor Master Bachelor Master's

D Name of the training and current study programme (semester or year):

E Study component: Internship Thesis (master or bachelor) Corporation Thesis/Internship Other

F Please indicate the number of credits for the study component:

Bank Account

Bank account number (BAN):

BIC code:

1.4.2. Tab Scholarship info

On the tab “Scholarship info” you must fill in data about your internship or research. The table below elaborates on some of the fields.

#	Field	Description
A	Title	In this field you must fill in the title of your project. This can be the title of the thesis research, or a summary of your internship.
B	Main sector	In this field you must fill in the main sector of your project. For example, if you will conduct medical research you should fill in “Health” as your main sector.
C	Sub sector	In this field you must fill in the sub sector of your project. For example, if you will conduct research in reproductive medicine you should fill in “Reproductive health and HIV” as your sub sector.
D	Start date	In this field you must fill in the day you will start your research or internship in the development country.
E	End date	In this field you must fill in the day you will end your research or internship in the development country.
F	Institutions Flanders	In this field you must fill in all Flemish organisations with which you will cooperate, including your own university or university college. For example, many students cooperate with VVOB, as well as with NGOs, private initiatives, or other organisations. Here you have the option to add an institution that is not yet in the list.
G	Institution South	In this field you must fill in the institution where you will conduct your research or internship. This can be a higher education institution, as well as an NGO, hospital, etc. Here you have the option to add an institution that is not yet in the list.
H	Supervisor Flanders	In this field you must fill in your Flemish supervisor. Through a pop-up screen we also ask you to fill in the e-mail address as well.
I	Supervisor South	In this field you must fill in your local supervisor. Through a pop-up screen we also ask you to fill in the e-mail address as well.

The screenshot shows a form with the following sections and fields:

- Scholarship information**
 - A**: Title (text input)
 - Type: Short term scholar
 - B**: Main sector (dropdown menu: "Please choose a sector")
 - C**: Sub sector (dropdown menu: "Please choose a sub sector")
- Scholarship date**
 - D**: Start date (calendar input: dd/mm/yyyy)
 - E**: End date (calendar input: dd/mm/yyyy)
- Scholarship institutions**
 - F**: Institutions Flanders (list box containing: Academy for High Art and Cultural Education (Higher Education Institute, AHACE), Addis Ababa University (Higher Education Institute, AALU), Africa Nazarene University)
 - G**: Institution South (dropdown menu: "Please choose an institution", with a note "The institution is not in the list")
- Supervisor Flanders**
 - H**: Supervisor Flanders (text input)
- Supervisor South**
 - I**: Supervisor South (text input)

1.4.3. Tab Project info

On the tab "Project info" you do not need to fill in any fields. On this tab you can find information about the project of your institution with VLIR-UOS, in which all its grant applications are collected. Your grant application is therefore also a part of this project. This tab is not important to you.

1.4.4. Tab Mobilities

On the tab “Mobilities” you must fill in information about the country and the place you will travel to. The table below elaborates on some of the fields.

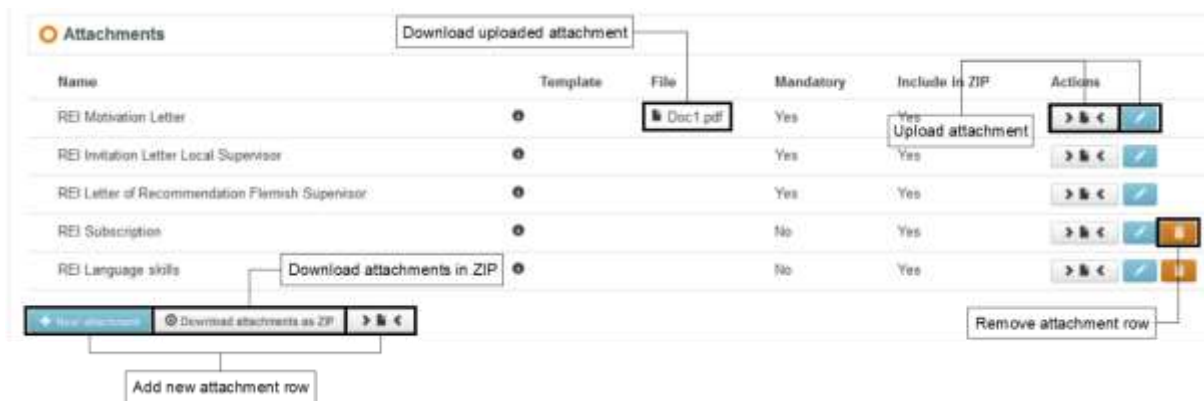
#	Field	Description
A	Country of destination	In this field you must fill in the country in which you will conduct your research or internship. Technically, you can fill in any country in the world, but keep in mind that your destination must be part of the country list for Travel Grants which you can find on the VLIR-UOS website.
B	City	In this field you must fill in the city where you will stay.
C	Region	In this field you must fill in the region or province where you will stay.
D	Institution	In this field you must fill in the institution where you will conduct your research or internship. Generally, this is the same institution as the one you filled in on the tab Scholarship info .
E	Place of mobility	In this field you must fill in the institution or the house where you will stay.

The image shows a screenshot of a web form titled "Place and date". On the left side, there are five circular labels: A, B, C, D, and E. Lines connect these labels to specific input fields in the form:

- Label A points to a dropdown menu labeled "Country of destination" with the placeholder text "Please choose a country".
- Label B points to a text input field labeled "City".
- Label C points to a text input field labeled "Region".
- Label D points to a text input field labeled "institution".
- Label E points to a text input field labeled "Place of mobility".

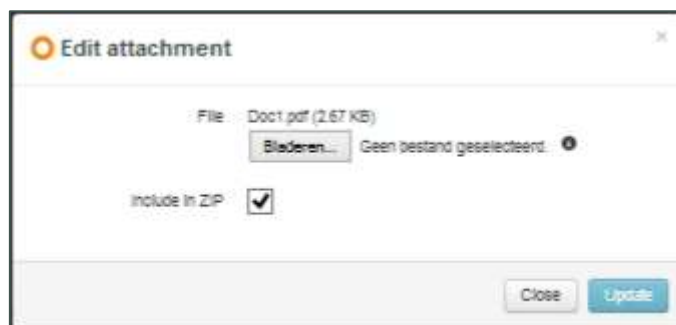
1.4.5. Tab Attachments

On the tab “Attachments” you do not need to fill in any fields, but upload a number of documents instead. You will notice that a number of documents are already suggested. Your institution will determine which of these documents (and possibly also other documents) are mandatory to upload. Make sure to ask the contact at your institution.

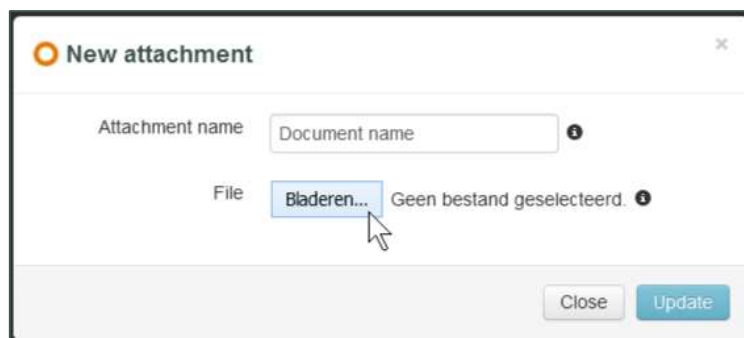


To avoid confusion it is important to understand the difference between the terms “attachment” and “attachment row”. An attachment row is a row in which you can upload an attachment, which is different from an attachment, which is the document itself.

As mentioned above, five attachment rows are already suggested. You can upload one attachment in each row. You can do this by clicking on the blue pen icon to the right of the row. Doing so will open a pop-up screen where you can upload the attachment. If an attachment had already been uploaded in the attachment row it will now be replaced by the newly uploaded document. A second way to upload an attachment on an attachment row is by dragging the document to the white “Drag and drop” button (> <) and dropping it there. The attachment will then be immediately uploaded on the attachment row.



You can also add a new attachment row. You can do this by clicking on the blue button “+ New attachment”. Doing so will open a pop-up screen where you can upload an attachment. You can also name the new attachment row. When you click “Update” a new attachment row will be created, containing the attachment you just uploaded. A new attachment can always be uploaded on this new attachment row if you wish to replace the already uploaded document. A second way to add a new attachment row is by dragging a document to the white “Drag and drop” button (> <) and dropping it there. A new attachment row will be created, containing the attachment you just uploaded.



You can remove an attachment row by clicking on the orange dustbin icon. Doing so will also remove any uploaded attachments on the attachment row as well.

You can download an uploaded attachment at any time by clicking on the name of the document below the header “File”. There, you can also remove the attachment by clicking on the dustbin icon.

You can download all uploaded attachments at any time in a ZIP folder. You can do this by clicking on the white button “Download attachments in ZIP”. When adding an attachment row or when uploading an attachment you can indicate whether you wish to add it to the list of attachments which will be downloaded in this way. This option will be checked automatically and we advise you to not uncheck it. In this way all uploaded attachments will be downloaded.

1.4.6. Tab Application form

On the tab “Application form” you must answer a number of specific questions concerning your project. In principle you must fill in the fields in English. However, if the spoken language of the country of destination is French, you must fill in the fields on this tab in French. If you travel to Suriname, and your local supervisor speaks Dutch, you may choose to fill in the fields in Dutch. Make sure you fill in this tab in the correct language. If you do this incorrectly your grant application may be deemed ineligible for this reason.

The table below elaborates on some of the fields.

#	Field	Description
A	Contact address	In this component you can fill in your contact address if this is different from the address where you live.
B	Study grant	In this field you must indicate whether you were granted a study grant from the Flemish government in the previous academic year.
C	Knowledge, attitudes and practices	In this component you must indicate for each question to what extent you agree (by giving a score, ranging from 1 to 8). This component will not be taken into account for the selection of your grant application. Therefore there are no wrong answers.

D	State whether your assignment is part of another VLIR-UOS programme or another partnership (NGO, ...) and provide some extra information about this partnership.	In this field you must indicate whether your project is part of another VLIR-UOS programme or another partnership (NGO, ...). If you indicate VLIR-UOS you must also indicate the type of programme and also fill in the code. Make sure to ask your Flemish supervisor.
E	Final stipulations	In this component you must indicate whether you agree with the final stipulations of the Travel Grant programme. In principle you cannot submit a grant application without agreeing. You can download the final stipulations in a PDF document.

A **Contact Address**

Only needed if your contact address is not the same as your home address.

Address

City

ZIP code

State / Province

B **Study grant**

Were you, during your last academic year, entitled to a study grant ("studietoelagen") from the Flemish government?

Yes

No

C **Knowledge, attitudes and practices**

Indicate for each question to what extent you agree/disagree (1 = totally disagree, 5 = totally agree)

Compared to my family, friends, etc. I think I have a nuanced view about the Global South

Refugees are in fact often economic refugees

Migrants can provide a valuable contribution to our society

Europe is wealthier compared to developing countries as Europeans work harder

Development countries are more prone to suffer from the consequences of climate change

D State whether your assignment is part of another VLIR-UOS programme or another partnership (NGO, ...) and provide some extra information about this partnership.

VLIR-UOS
 VVOB
 Other
 No

(if VLIR-UOS) Which VLIR-UOS programme?


Institutional University Cooperation (IUC)
 TEAM projects
 South Initiatives (SI)
 Flemish PhD scholarships (VLADOC)
 Other

(if other) Please specify

(if related to VLIR-UOS) Give the name or code of the project (ask your supervisor of your home institution for more information)

E **Final Stipulations**

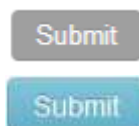
Download and read the final stipulations

 Final Stipulations VLIR-UOS Travel Grants.pdf

Do you agree with the final stipulations? Yes No

1.5. Submit a grant application

When you have filled in all the fields and uploaded all the documents you can submit your grant application. You can do this by clicking the button “Submit”. This button will have a blue colour when your grant application is ready for submission. If the button still has a grey colour this means your grant application is not yet complete. When you click the button you will see one or more errors (in red text) appear that will tell you what fields are not yet filled in (correctly).



After you clicked the button “Submit” your grant application will be submitted. Your grant application will then be in status “Submitted”. It is no longer possible for you to make any changes to your grant application in this status. The contact at your institution will receive an e-mail notifying him or her of the submission of your grant application. He or she will then verify your grant application.

The moment you submit your grant application the database will automatically create an attachment titled “Attachment Form”. This is an important document for your grant application. It concerns a PDF document containing all relevant information from your grant application. This document will be used by the selection commission members to evaluate your grant application.

There is a possibility that your grant application still needs adjustments after you have submitted it. In this case the contact at your institution will send your grant application back to status “Draft”, in order that you will be able to make changes. You will be notified by e-mail, in which you will also be able to read what changes you must make. After you have made the changes to your grant application you can submit it again.

2. Selection

After you have submitted your grant application your institution will determine what score your grant application will receive (A=selected; B=reserve; C=not selected). In principle, VLIR-UOS will then confirm this score. The score of VLIR-UOS will determine whether your grant application will be selected or not.

A: selected

If your grant application receives a score A of VLIR-UOS this means you will receive a grant, on the condition that your grant applications remains eligible (for example you lose your grant if you return after 10 days) and that you submit a qualitative report after your return (see below).

B: reserve

If you receive a score B of VLIR-UOS there is a possibility that you can receive a grant, on the condition that a student who received a score A does not take up or receive his or her grant. If, as a reserve candidate, you still wish to be able to receive a grant, it is imperative that you submit your report as well.

C: not selected

If you receive a score C of VLIR-UOS this means you are not eligible for a travel grant of VLIR-UOS.

3. Report

After you submitted your grant application (status "Submitted") you can already fill in your report. You will notice a new tab will have been added to your grant application. There you can fill in your report. In principle, we expect you to fill in the report in English, or in French if you have already filled in the rest of your grant application in French. However, you can also fill in your report in Dutch if you wish.

Obviously, you can only fill in your report after you return from your trip. We expect you to do this at the latest 1 month after your return date. You can submit your report by clicking on the button "Send report to ICOS". When the button is still grey this means your report is not yet complete. When you click the button you will see one or more errors (in red text) appear that will tell you what fields are not yet filled in (correctly).



After you clicked on the button "Send report to ICOS" your report will be submitted. From then on you will not be able to make any changes to your report. The contact at your institution will receive an e-mail notifying him or her of the submission of your report. He or she will then verify your report.

There is a possibility that your report still needs adjustments after you have submitted it. In this case the contact at your institution will send your grant back, in order that you will be able to make changes. You will be notified by e-mail, in which you will also be able to read what changes you must make. After you have made the changes to your report you can submit it again.

The table below elaborates on some of the fields on the tab “Report”.

#	£	Description
A	Are the data filled out on the tab ‘Scholarship info’ still correct?	In this field you must indicate whether all the information you filled in when you submitted your grant application is still correct. If you indicate “No” a number of fields will appear which can be adjusted.
B	Add a picture here showing yourself during your assignment.	In this field you must upload a picture of your trip. Make sure you choose a picture showing yourself and which is also relevant for your internship or research. By uploading this picture you agree that your institution and VLIR-UOS can use it for purposes of communication.
C	Knowledge, attitudes and practices	In this component you must indicate for each question to what extent you agree (by giving a score, ranging from 1 to 8). These are the same questions as on the tab “Application Form”.
D	You can upload the evaluation of your supervisor in the South here.	In this field you must upload the evaluation of your local supervisor. You can use a free format, but you can also use one of the forms which you can find on the VLIR-UOS website. If the evaluation is written in Spanish (or in any other language) you must make a translation in Dutch, English or French. The evaluation must be signed by the local supervisor.
E	I agree that (parts of) this report can be published and made available to the general public.	In this field you must indicate whether you agree that (parts of) your report may be used for publication. If you wish, your report can be anonymised.

A **Data original application**

Are the data filled out on the tab 'Scholarship info' still correct?

yes

No

Indicate which data are no longer correct:

Start date: 01/09/2017

End date: 30/09/2017

Country: Ethiopia

Region: aoc

Title: aoc

Main sector: Agriculture

Sub sector: Agricultural policy and manag...

Flemish supervisor first name: Test

Flemish supervisor last name: Rechten scholarship - PFI-ben

Flemish supervisor e-mail: Test.rechtenscholarshipPFI@dispost

Flemish Institution: KU Leuven (Higher Education...)

Supervisor South first name: Test

Supervisor South last name: Rechten scholarship - PFI-ben

Supervisor South e-mail: Test.rechtenscholarshipPFI@dispost

Supervisor South Institution: KU Leuven (KU Leuven, Higher Educ

B Add a picture here showing yourself during your assignment. (hereby you give permission to the university or university college and VUW-UDS to use this picture for purposes of communication)

Bestand: Afbeelding1.png

Bladeren... Geen bestand geselecteerd.

C Knowledge, attitudes and practices

Indicate for each question to what extent you agree/disagree (1 = totally disagree, 5 = totally agree)

Compared to my family, friends, etc. I think I have a nuanced view about the Global South

Refugees are in fact often economic refugees

Migrants can provide a valuable contribution to our society


Europe is wealthier compared to developing countries as Europeans work harder

Development countries are more prone to suffer from the consequences of climate change

D Evaluation

You can upload the evaluation of your supervisor in the South here

Bestand

Bladeren... Geen bestand geselecteerd. 

Doc1.pdf

E Publication

I agree that (parts of) this report can be published and made available to the general public.

Yes, with my name and email address Yes, but anonymised No