

Type of FWO funding	What is the situation?	What do I need to do?
Grant for participation in a conference/workshop or course abroad	The conference/workshop or course abroad was cancelled. How do I proceed to cancel and/or rebook the booked flight(s)/train(s) and who covers the additional costs?	<p>If you have already booked a ticket(s) with one of the travel agencies authorized by the FWO and you wish to cancel it, you must contact the relevant travel agency (Omnia Travel or Uniglobe South West Travel) yourself to cancel and/or reschedule your flight(s)/train(s). If your flight(s)/train(s) cannot be cancelled and/or rebooked free of charge or if the associated additional charges cannot be recovered from the authorized travel agencies, you have to submit a claim to AIG yourself. Use the following form for this claim.</p> <p>The FWO has taken out assistance insurance with AIG for its grant recipients. Please be aware: AIG will only cover the costs if your travel was cancelled by reasons other than your personal decision or control (<i>force majeure</i>). The policy number to which you have to refer is 9.500.573. After submitting the claim, AIG will send you a form that you must complete and return asap. In case FWO paid the travel costs immediately to the travel agency, you'll have to list FWO as a beneficiary in the AIG claim.</p>
	The conference/workshop or course abroad was cancelled. Can I use my travel grant later on?	<p>You can still use the travel grant at a later date under the following conditions:</p> <ol style="list-style-type: none"> (1) You did not book your flight(s)/train(s) yet OR the travel agency cancelled your booked tickets and reimbursed the costs OR in case your initial flight(s)/train(s) had to be cancelled and the travel agency did not reimburse the costs of the tickets, you submitted a claim to AIG and AIG accepted the claim (see section above). Please note: if AIG does not accept the claim, the travel grant is no longer valid, and (2) There is a positive travel advice from your Flemish host institution in place for the specific destination abroad. For this purpose, contact the responsible advisory body of your Flemish host institution. Please also inform the FWO (interprog@fwo.be and HR@fwo.be) of your <u>rescheduled departure</u> so we can follow-up in terms of insurance, and (3) By no means it is allowed to use the travel grant for another conference, workshop or course abroad. It must concern the same conference, workshop or course abroad as initially approved by FWO, taking place on a later date., and (4) Travel grant that were granted in 2019 or 2020 need to be used in the year 2020.
Grant for a long stay /short study visit abroad	Do I need to return earlier than initially planned?	<p>You need to ask the advice of your Flemish host institution (DOC, research coordination service) and promotor in Flanders. They will advise you whether you'll need to stay abroad or return to Belgium. Each university has a dynamic travel policy.</p> <p><u>Keep FWO informed about your decision</u> so we can follow-up in terms of daily allowances and insurance (interprog@fwo.be and HR@fwo.be).</p>

	<p>I need to return to Belgium earlier than initially planned. What steps do I need to take in this case?</p>	<p>(1) Contact one of the authorized travel agencies (Omnia Travel or Uniglobe South West Travel) to book your return flight(s)/train(s). The additional costs of this rescheduled flight(s)/train(s) need to be claimed to the insurance AIG (see section above 'Grant for participation in a conference/workshop or course abroad'). If the travel agency nor AIG is covering these additional costs, you may use your daily allowances (received from FWO) to cover these costs under the condition that the total allocated daily allowance budget is not exceeded. Your daily allowances will be reduced according to the effective stay abroad (period of earlier departure will be taken into account). Costs that occur due to renting contracts which cannot be easily stopped, may still be claimed on the daily allowances even if the costs occur after your return to Belgium, on the basis of original supporting documents and under the condition that the total allocated daily allowance budget is not exceeded.</p> <p>(2) In case you would like to continue your long stay/short study visit abroad at a later stage (for the remaining period), this is possible under the following conditions:</p> <ul style="list-style-type: none"> • the scientific goals and the host institution abroad as described in the initially approved application remain feasible/identical, and • you can still perform the remainder of your stay abroad, if the new departure day is scheduled in 2020. In this case we'll need a new invitation letter of the foreign host institution and an approval of your promotor in Flanders. <p>FWO will not cover additional travel costs, but can still provide you with the initially allocated daily allowances.</p>
	<p>I need to stay abroad longer than initially planned. What steps do I need to take in this case?</p>	<p>(1) Your daily allowances will not be extended, but FWO will allow you to use the allocated total allowance budget for a longer period than initially granted. You are as such allowed to claim eligible costs made during the extended period as long as the total allocated allowance budget is not exceeded.</p> <p>(2) <u>Make sure to keep FWO informed about your decision</u> (interprog@fwo.be and HR@fwo.be). During the extended period, the AIG insurance is valid.</p> <p>(3) To book your eventual return ticket(s) contact one of the authorized travel agencies (Omnia Travel or Uniglobe South West Travel) to book your return flight(s)/train(s). The additional costs of this rescheduled flight(s)/train(s) need to be claimed to the insurance AIG (see section above 'Grant for participation in a conference/workshop or course abroad'). If the travel agency nor AIG is covering these additional costs, you may use your daily allowance</p>

		to cover these costs under the condition that the total allocated allowance budget is not exceeded.
	I have to postpone my long stay/short study visit abroad. Can I still use my grant later on?	Yes, you can still use the grant under the following conditions: (1) You did not book flight(s)/train(s) yet OR the travel agency cancelled your booked tickets and reimbursed the costs OR in case your initial flight(s)/train(s) had to be cancelled and the travel agency did not reimburse the costs of the tickets, you submitted a claim to AIG and AIG accepted the claim (see section above). Please note: if AIG does not accept the claim, the travel grant is no longer valid, and (2) The departure date of your newly scheduled stay abroad need to be planned in 2020. In this case we'll need a new invitation letter of the foreign host institution and an approval of your promotor in Flanders, and (3) The scientific goals and the host institution abroad as described in the initially approved application, remain feasible/identical.
Grant for the Organisation of a scientific conference in Belgium	The conference was cancelled and/or rescheduled. Can I declare the current costs made on the allocated grant?	Yes, you can use the allocated grant to cover these costs under the following conditions: (1). This concerns eligible costs within this funding scheme (such as costs for speakers, ...), and (2) The costs do not exceed the initial allocated total budget. Upon rescheduling the conference, only the remaining budget can be used. No extra funding will be made available.
FWO projects (fundamental , TBM , SBO , EOS , ...)	I have some costs due to cancellations of planned meetings/research activities. Can I use my project budget to cover these costs?	Yes, you can use the allocated project budget to cover these costs under the following conditions: (1) This concerns eligible costs within the concerned funding scheme, and (2) The costs do not exceed the initial allocated total project budget. Upon rescheduling the meetings/research activities, only the remaining project budget can be used. No extra funding will be made available.
Mobility projects with other countries (Hungary, Czech Republic, Poland, Brazil, China, ...)	I have to delay my research stay(s) abroad in the frame of an allocated mobility project. Will it be possible to prolong the mobility project?	(1) To cancel a booked research stay, see advice under section 'Grant for participation in a conference/workshop or course abroad' (2) FWO contacted all its partner funding agencies and asked whether it is possible to prolong the running projects upon specific request and as such guarantee that the stays can take place later on. Most partner funding agencies are willing to be flexible and allow a prolongation of a project. <u>Concrete decisions regarding possible prolongations of mobility projects will be</u>

		<u>taken and communicated as soon as the situation is more stable.</u> Contact FWO (interprog@fwo.be) for your specific questions on a certain mobility project.
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