

Type of FWO funding	What is the situation?	What do I need to do?
In <b>general</b> , for all travels nowadays	General mobility: who to contact, where to register?	<ul style="list-style-type: none"> <li>You should first receive a <u>positive travel advice</u> from your Flemish host institution for travelling to the specific destination abroad. For this purpose, contact the responsible advisory body of your Flemish host institution <u>before booking your travel and right before your departure abroad</u>.</li> <li>Register your travel or presence abroad on the website of the Federal Government service Foreign Affairs through: <a href="https://travellersonline.diplomatie.be/">https://travellersonline.diplomatie.be/</a>;</li> <li>Contact the Belgian Embassy or Flemish representative office abroad in your host country;</li> <li>After your return to Belgium, respect the necessary precautionary measures that are in place in order to prevent further spread of COVID-19.</li> </ul>
	Advice Omnia Travel	<p>Due to the measures taken in the UK, the 24/7 travel helpline of Omnia can no longer guarantee service.</p> <p>To reduce the impact of this measure to a minimum, Omnia provides you with the following advice:</p> <ul style="list-style-type: none"> <li>For urgent questions contact <a href="#">the Omnia offices</a> during the office hours (9h00 – 17h30), the Omnia colleagues are glad to assist you.</li> <li>Give priority to your questions concerning travels in the near future.</li> <li>In case you have an urgent question and the Omnia offices are closed, Omnia offers you a temporary opportunity to phone the following emergency number: +49 30 69802444.</li> </ul>
<b>Submission of a new application</b>	I would like to submit a new application (FWO travel grant, sabbatical bench fee, grant to organize a conference in Belgium, ...)? Is this (still) possible?	<p>The FWO funding schemes remain operational. Please consult the dedicated FWO webpage to find the deadlines of each funding channel. In the light of the current COVID-19 crisis we would like to give you the following advice:</p> <p>Please check whether the <u>timing</u> of your research-related travel abroad or the planning of your Belgian conference, ... is <u>feasible given the current circumstances</u>. If the feasibility of your planned departure or conference organization is not yet clear, we recommend you to withdraw or postpone your (current) application and submit it when there is more certainty about your effective departure/planning.</p>

<p>Grant for participation in a <a href="#">conference/workshop or course abroad</a></p>	<p>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>	<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 (<a href="#">Omnia Travel</a> or <a href="#">Uniglobe South West Travel</a>) yourself to cancel and/or reschedule your flight(s)/train(s).</p> <p>In case you receive a travel voucher from the airline/train company, please inform FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a>).</p> <p>If your flight(s)/train(s) cannot be cancelled and/or rebooked free of charge (e.g. by using a travel voucher) or if the associated additional charges cannot be recovered from the authorized travel agencies, you have to submit a claim to AIG yourself. Use <a href="#">the following form</a> 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>). <b>The policy number to which you have to refer is 9.500.573.</b> 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>
	<p>The conference/workshop or course abroad was rescheduled. Can I use my travel grant later on?</p>	<p>You can still use the travel grant at a later date under the following conditions:</p> <ol style="list-style-type: none"> <li>(1) You received a <u>positive travel advice</u> from your Flemish host institution for travelling to the specific destination abroad. For this purpose, contact the responsible advisory body of your Flemish host institution <u>before booking your travel and right before your departure abroad</u>. Please also inform the FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a> and <a href="mailto:HR@fwo.be">HR@fwo.be</a>) <u>of your rescheduled departure</u> so we can follow-up in terms of insurance, <b>AND</b></li> <li>(2) <u>FWO will not cover the costs of the travel grant twice</u>. In practice, this means that FWO will only cover the travel costs if the researcher: <ol style="list-style-type: none"> <li>a. did not book the flight(s)/train(s) tickets yet OR;</li> <li>b. the travel agency was able to cancel the tickets without additional costs and reimbursed the initial tickets to FWO OR;</li> <li>c. the researcher did not receive a travel voucher of the concerned airline/train company to rebook the travel later on OR,</li> <li>d. the researcher did submit a claim to the FWO insurer AIG, the claim was accepted and FWO was reimbursed.</li> </ol> </li> </ol> <p><b>AND</b></p>

		<p>(3) By no means it is allowed to use the travel grant for another conference, workshop or course abroad. It must concern <u>the same conference, workshop or course abroad</u> as initially approved by FWO, taking place on a later date (same title), <b>AND</b></p> <p>(4) You <u>actively contribute</u> to this rescheduled conference. You can proof this by sending to the FWO the invitation to give a presentation (oral or poster) by the conference organization. <b>AND</b></p> <p>(5) You still meet the eligibility criteria mentioned in the regulations of a grant for participation in a <u>conference/workshop or course</u> abroad; <b>AND</b></p> <p>(6) FWO recommends to use the travel grants that were granted in 2019 or 2020 as much as possible in the year 2020 or already book the tickets via the relevant travel agency (<u>Omnia Travel or Uniglobe South West Travel</u>) in 2020, for the sake of budgetary reasons. In case this is not feasible as the cancelled conference was rescheduled to 2021, FWO will allow you to use the grant in 2021.</p> <p>In case you receive a travel voucher from the airline/train company, please inform FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a>).</p>
Grant for a <u>long stay</u> / <u>short study visit</u> abroad	Do I need to return earlier than initially planned?	<p>You need to ask the advice of your Flemish host institution (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 (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a> and <a href="mailto:HR@fwo.be">HR@fwo.be</a>).</p>
	I need to return to Belgium earlier than initially planned. What steps do I need to take in this case?	<p>(1) Contact one of the authorized travel agencies (<u>Omnia Travel or Uniglobe South West Travel</u>) to book your return flight(s)/train(s). The additional costs of 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</p>

		<p>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 conditions mentioned in the section 'I have to postpone my long stay/short study visit abroad. Can I still use my grant later on?'</p> <p>FWO will not cover additional travel costs, but can still provide you with the initially allocated daily allowances. You may use these daily allowances to cover the additional travel costs.</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 (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a> and <a href="mailto:HR@fwo.be">HR@fwo.be</a>).</u> 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 (<a href="#">Omnia Travel or Uniglobe South West Travel</a>) 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 (e.g. by offering you a voucher due to cancelling your initial return ticket) nor AIG is covering these additional costs, you may use your daily allowance to cover these costs under the condition that the total allocated allowance budget is not exceeded.</p> <p>In case you receive a travel voucher from the airline/train company, please inform FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a>).</p>
	<p>I have to postpone my long stay/short study visit abroad. Can I still use my grant later on?</p>	<p>Yes, you can still use the grant under the following conditions:</p> <p>(1) You received a <u>positive travel advice</u> from your Flemish host institution for travelling to the specific destination abroad. For this purpose, contact the responsible advisory body of your Flemish host institution <u>before booking your travel and right before your</u></p>

		<p><u>departure abroad. Please also inform the FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a> and <a href="mailto:HR@fwo.be">HR@fwo.be</a>) of your rescheduled departure so we can follow-up in terms of insurance, <b>AND</b></u></p> <p>(2) <u>FWO will not cover the costs of the travel grant twice.</u> In practice, this means that FWO will only cover the travel costs if the researcher:</p> <ol style="list-style-type: none"> <li>a. did not book the flight(s)/train(s) tickets yet OR;</li> <li>b. the travel agency was able to cancel the tickets without additional costs and reimbursed the initial tickets to FWO OR;</li> <li>c. the researcher did not receive a travel voucher of the concerned airline/train company to rebook the travel later on OR,</li> <li>d. the researcher did submit a claim to the FWO insurer AIG, the claim was accepted and FWO was reimbursed.</li> </ol> <p><b>AND</b></p> <p>(3) The scientific goals and the host institution abroad as described in the initially approved application, remain feasible/identical. You have to send FWO a new invitation letter of the foreign host institution and a new approval of your promotor in Flanders; <b>AND</b></p> <p>(4) You still meet the eligibility criteria mentioned in the regulations of a grant for a <a href="#">long stay /short study visit</a> abroad; <b>AND</b></p> <p>(5) FWO advises you, whenever possible, to plan the departure date of your newly scheduled stay abroad in 2020 or to already book the tickets via the relevant travel agency (<a href="#">Omnia Travel or Uniglobe South West Travel</a>) in 2020, for the sake of budgetary reasons. If this is not possible, FWO will allow you to plan your departure in 2021.</p> <p>In case you receive a travel voucher from the airline/train company, please inform FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a>).</p>
<p><a href="#">Grant for the Organisation of a scientific conference in Belgium</a></p>	<p>The conference was cancelled and/or rescheduled. Can I declare the current costs made on the allocated grant?</p>	<p>Yes, you can use the allocated grant to cover these costs under the following conditions:</p> <ol style="list-style-type: none"> <li>(1) This concerns eligible costs within this funding scheme (such as costs for speakers, ...), <b>AND</b></li> <li>(2) The costs do not exceed the initial allocated total budget.</li> </ol>

		Upon rescheduling the conference, only the remaining budget can be used. No extra funding will be made available. The conditions you'll have to meet in order to reschedule your conference on a later date, can be consulted below.
	The conference was cancelled and/or rescheduled. Can I still use the FWO grant to organize the cancelled conference on a later date.	<p>Yes, you may use the allocated FWO grant to organize the cancelled conference on a later date, under the following conditions:</p> <ol style="list-style-type: none"> <li>(1) It concerns the same conference as described in your initially approved FWO application (same title, same scientific and organizing committee); <b>AND</b></li> <li>(2) You inform the FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a> ) about the new date of the rescheduled conference; <b>AND</b></li> <li>(3) The costs you declare to the FWO may not exceed the initial allocated budget; <b>AND</b></li> <li>(4) You still meet the eligibility criteria mentioned in the regulations of a <a href="#">Grant for the Organisation of a scientific conference in Belgium</a>; <b>AND</b></li> <li>(5) FWO advises you, whenever possible, to reschedule the conference in 2020, for the sake of budgetary reasons. If this is not possible, FWO will allow you to plan your conference in 2021.</li> </ol>
<b>FWO projects</b> ( <a href="#">fundamental</a> , <a href="#">TBM</a> , <a href="#">SBO</a> , <a href="#">EOS</a> , ...)	I have some costs due to cancellations of planned meetings/research activities. Can I use my project budget to cover these costs?	<p>Yes, you can use the allocated project budget to cover these costs under the following conditions:</p> <ol style="list-style-type: none"> <li>(1) This concerns eligible costs within the concerned funding scheme, <b>AND</b></li> <li>(2) The costs do not exceed the initial allocated total project budget.</li> </ol> <p>Upon rescheduling the meetings/research activities, only the remaining project budget can be used. No extra funding will be made available.</p>
<b>Mobility projects</b> 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?	<ol style="list-style-type: none"> <li>(1) To cancel a planned research stay abroad, see advice under section 'Grant for participation in a conference/workshop or course abroad'.</li> <li>(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 taken and communicated as soon as the situation is more stable.</u> Contact FWO (<a href="mailto:interprog@fwo.be">interprog@fwo.be</a>) for your specific questions on a certain mobility project.</li> </ol>

<p><u>Sabbatical leave</u></p>	<p>As I was forced to cancel or interrupt my planned research stay(s) abroad (or at another institution) scheduled in the light of a granted sabbatical leave, I would like to put my sabbatical leave on hold and proceed with it later on. Is it possible to plan my research stay(s) abroad later on?</p>	<p>It is possible to temporarily put your sabbatical leave on hold. You can proceed later on under the following conditions;</p> <ol style="list-style-type: none"> <li>(1) Your Flemish host institution gives you permission to reschedule your sabbatical leave later on (as the replacement for your educational and administrative tasks need to be arranged in consultation with your Flemish host institution); <b><u>AND</u></b></li> <li>(2) The costs of the sabbatical leave may not exceed the initial granted FWO budget; <b><u>AND</u></b></li> <li>(3) The scientific goals and, if applicable, the foreign host institution as described in the initially approved application for a sabbatical leave, remain feasible/identical; <b><u>AND</u></b></li> <li>(4) You still meet the eligibility criteria mentioned in the regulations of a grant for a <u>Sabbatical leave</u>; <b><u>AND</u></b></li> <li>(5) FWO advises you, whenever possible, to restart/start your sabbatical in 2020, for the sake of budgetary reasons. If this is not possible, FWO will allow you to plan your sabbatical in 2021.</li> </ol> <p>To reschedule your initially planned research stay(s) abroad, please follow the above instructions concerning a 'Grant for a long stay/short study visit abroad'.</p>
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