



TRAVEL GRANT APPLICATION

The Institute of Global Value Inquiry (IGVI) offers travel grants for scholars in the humanities and social sciences who live and work in countries classified by the World Bank as low-income or lower-middle-income. Country classifications can be found [here](#). Applicants must also have a research focus in *value inquiry*, broadly construed. The grants are available for short-term participation in conferences and workshops, or for research trips. The application deadlines are the 1st of January, the 1st of May, and the 1st of September each year. Applications must be emailed to: info@igvi.org

The grants can only cover these types of expenditure: event participation fee; transportation; accommodation; food; visa application; travel & health insurance. Please review the detailed criteria for valid expenditure—“conditions for payment”—below. If your application is accepted, the grant will be paid out after the approval and ideally before your trip. To apply, submit (a) the form below, filled out and signed; (b) a current CV; (c) a brief description of the research project with which your travel is connected (no more than 750 words); (d) documentation, such as an email, proving that the applicant has applied to participate in the event or research activity for which the funding is requested.

CONDITIONS FOR PAYMENT

All grant recipients *must* comply with the following criteria:

Airfare: *all* flights must be booked in *economy class*; in general, air travel can only be booked if less ecologically harmful means of transport (such as domestic train connections) are out of reach or would lead to an intolerably long journey.

Train and Bus: tickets should be booked in 2nd class; costs for seat reservations can be fully reimbursed.

Taxi and Ride-hailing Services: these services are only covered *if* public transport is either unavailable, would require an intolerably long journey, or involve unacceptable security risks; expenses exceeding € 50 per single journey require special justification within the application documents; generally, taxi and ride-hailing services are acceptable for travel *before* 6:00 AM and *after* 10:00 PM.

Food Expenses: IGVI pays a daily flat-rate for meals during the period covered by the grant, according to standard country costs given [here](#); when meals are covered under a conference participation fee, or included in a hotel accommodation rate, these meals are to be deducted from the daily flat rate (lunch and dinner are each calculated at 40% each of the daily total, and breakfast at 20% of the daily total); be advised that departure and arrival days are assigned a 50% lower daily rate for food allowance.

Accommodation: hotel room rates must not exceed the country cost limits, as stated [here](#).

Proof of Attendance: grant recipients must document their attendance at the event for which they are applying—e.g., in the form of an email or a certificate. This documentation must be submitted to IGVI after the event has taken place.

APPLICATION DETAILS

Name of Applicant: _____

Academic Position & Institutional Affiliation: _____

Purpose of travel: _____

Departure country: _____ Arrival country: _____

Date of event: _____ Departure date: _____ Return date: _____

Please calculate, to the best of your knowledge, the expected total costs for each category in EUR. A currency converter is [here](#). Decisions on whether to award the grant are, in part, based on the plausibility and accuracy of these estimates. Therefore, please provide IGVI with documentation that shows how these costs were calculated, by submitting proof of accommodation, transportation, travel insurance, visa provision and event participation prices (applicable costs only).

Event participation fee: _____

Are meals included in event participation fee? _____

Transportation (airfare): _____

Transportation (other): _____

Accommodation: _____

Are meals included in the accommodation rates? _____

Meal lump sums (after subtracting the cost of food included
in hotel or event fees): _____

Visa application: _____

Travel insurance: _____

Travel health insurance: _____

Total amount requested: _____

By signing this document, you formally acknowledge that you understand the grant conditions, and agree that you will abide by them. In case of non-participation in the event for which this grant is awarded, you agree to repay within 4 weeks the total sum of the grant award.

Name

Date/Location