

#ScienceForUkraine

Micro Travel Grant Programme (MTG)

Rules and Procedures

1. Goals and Scope

The Micro Travel Grant programme (MTG) of NGO *Science for Ukraine* supports the integration of **early-career Ukrainian scholars** into the international research community through **in-person participation** in international academic conferences, symposia, or workshops.

MTG reimburses **eligible costs up to EUR 500**.

2. Eligibility of Applicants and Applications

2.1 Who can apply (mandatory criteria)

Applicants must meet **all** of the following conditions:

- be a **young scholar**, defined as:
 - a **currently enrolled doctoral student**, or
 - a researcher **within 5 years of obtaining their highest academic degree** (PhD or equivalent);
- be actively involved in research;
- be affiliated (paid or unpaid) with an **eligible Ukrainian organisation**, including:
 - Ukrainian universities,
 - research institutes of the National Academy of Sciences of Ukraine,
 - scientific archives, museums, or libraries;
- have an oral presentation or poster **accepted for in-person** international conference, symposium, or workshop;



- personally present **in person**, regardless of author order;
- apply for their **own participation only**;
- have a **bank account not affected by EU restrictive measures**;
- be able to **cover costs upfront** and request reimbursement afterwards;
- provide a **valid ORCID iD**.

2.2 Additional eligibility rules

- Applicants holding **paid academic positions outside Ukraine** are not eligible.
- Each person may receive **only one MTG within a 12-month period**.
- MTGs **cannot be awarded retrospectively**.

3. Activities Not Covered

MTG does **not** cover:

- research or teaching visits;
- events organised by the applicant's employer or host institution;
- meetings organised by projects or consortia the applicant works for;
- events that already provide travel or participation funding in the full amount.
- events that already provide **dedicated travel grants for Ukrainian researchers**;
- online-only events.

4. Application, Evaluation, and Selection Process

4.1 Submission

- Applications must be submitted via the **online form**.
- Applications for the MTG are eligible only for events that take place **no earlier than 30 days after** the submission deadline.
- Applicants must provide:
 - a brief CV (maximum 1 page, submitted as a PDF)
 - ORCID iD,
 - proof of conference acceptance,
 - a motivation statement in English (maximum 1,000 characters), completed directly in the online submission form,
 - proof of Ukrainian affiliation.

4.2 Evaluation and selection

The evaluation process consists of **two stages**:

Stage 1 – Formal eligibility check

- Each application is reviewed by **two independent reviewers**. Reviewers verify **formal eligibility only**:
 - compliance with eligibility rules,
 - completeness of documentation,
 - adequacy of the motivation statement.
- **No scoring or ranking** is applied.

Stage 2 – Allocation of grants

- All eligible applications enter a **random selection process**.
- Grants are awarded by **random assignment**, subject to:
 - available MTG budget,
 - monthly allocation limits.
- Non-selected eligible applications may be **carried forward** to subsequent months.

Applicants are informed of results **by email** by the end of the following month.

5. Acceptance of the Grant

- Awardees must confirm acceptance **within 7 days**.
- A reminder is sent on day 5.
- Failure to confirm leads to cancellation and reallocation of funds.

6. Participation and Acknowledgement

Awardees must attend the event **in person** and acknowledge *Science for Ukraine* support.

Required wording for presentations:

"With the support of #ScienceForUkraine, through the Micro Travel Grants Call 2026."

For social media:

Use **#ScienceForUkraine** and tag official accounts: @ScienceForUkraine (LinkedIn)
@ScienceForUkraine (Facebook), @Sci_for_Ukraine (Twitter/X)

7. Reimbursement Procedures

7.1 Eligible costs

- Travel (economy class)
- Accommodation
- Conference registration fees

7.2 Required documents

- Travel tickets and boarding passes
- Accommodation invoice
- Registration invoice
- Proof that the payment was completed (e.g., bank confirmation or transaction)

record)

- Official confirmation of attendance from organisers (no self-declarations)
- Short news item (max. 500 words) + two photos (optional)

7.3 Submission and payment

- Reimbursement form must be submitted **within 30 days after the event**.
- Payments are made **within 20–30 days** after validation.
- Original receipts must be kept for **1 year**.

8. Important Financial Rules

- Reimbursement is based on **actual documented costs**, up to the awarded amount.
- No reimbursement if the event is not attended, regardless of the reason.
- *Science for Ukraine* provides **no insurance coverage**.
- Bank and exchange fees are deducted from the reimbursed amount.
- Non-EUR costs are converted using the **European Commission exchange rate**.

9. If an Awardee Cannot Use the MTG

Awardees must inform Science for Ukraine **as soon as possible and before the event**.

Failure to do so results in:

- loss of the MTG;
- permanent ineligibility for future MTG calls.

10. Frequently Asked Questions

1. Is authorship order important?

No. Any author may apply, provided they personally present the paper in person.

2. How are applications selected?

All formally eligible applications are selected **by random assignment**, without scoring.

3. Who is considered a “young scholar”?

A young scholar is either: (a) a currently enrolled doctoral (PhD) student, or (b) a researcher within 5 years of obtaining their highest academic degree (PhD or equivalent).

4. Can postdoctoral researchers apply?

Yes, if they are **within 5 years after their PhD** and meet all other eligibility criteria.

5. Can master’s students apply?

No. The programme is restricted to doctoral candidates and postdoctoral researchers within 5 years after their degree.

6. Do I need to be the first author of the paper?

No. Authorship order does not matter, as long as you personally present the paper in person at the event.

7. Can I apply if I have an academic position abroad?

No. Applicants holding paid academic positions outside Ukraine are not eligible.

8. Are online or hybrid events eligible?

No. MTGs support **in-person participation only**.

9. Can I use the MTG for a research stay or teaching visit?

No. Research and teaching visits are not covered.

10. Can I apply for an event organised by my university or project?

No. Events organised by your employer or host institution, or projects or consortia you work for, are not eligible. However, it may be a project or consortium in which your institution participates, but in which you are not directly involved.

11. What does “sufficiently good motivation statement” mean?

Your motivation statement must clearly explain why this event is relevant to your

research and how it will contribute to your academic or career development. Poorly justified or generic statements may result in ineligibility.

12. Why is random selection used?

Random allocation ensures fairness and equal opportunity among all eligible young scholars when demand exceeds available funding.

13. Can my application be considered again if it is not selected?

Yes. Eligible but non-selected applications may be carried forward to the next month, provided all eligibility criteria remain fulfilled.

Personal Data Protection

Science for Ukraine processes personal data submitted within the Micro Travel Grant Programme (MTG) solely for the purposes of administering, evaluating, awarding, and reimbursing Micro Travel Grants, and for related reporting and auditing obligations.

What data do we process

We may process the following categories of personal data:

- identification and contact details (name, email address, affiliation);
- academic and professional information (career stage, ORCID iD, motivation letter, conference participation);
- financial information strictly necessary for reimbursement (bank details, proof of payment);
- reporting materials submitted after the event (short news item and photos).

No sensitive personal data (as defined in Article 9 GDPR) is intentionally collected.

Data access and storage

- Access to personal data is restricted to authorised members of Science for Ukraine and reviewers involved in the MTG process.
- Data are stored securely and only for as long as necessary to fulfil programme, accounting, and audit obligations.



Data sharing

Personal data is not shared with third parties, except where required by law (e.g., accounting, auditing, or payment service providers).

Data subjects' rights

Applicants and awardees have the right to:

- access their personal data,
- request correction of inaccurate data,
- request deletion of data once legal retention obligations allow,
- withdraw from the programme at any time before reimbursement.

Requests can be addressed to: **info@scienceforukraine.eu**

Data controller

The data controller is:

NGO Science for Ukraine (non-governmental, non-profit organisation)

Reg. No. 40008327275

scienceforukraine.eu