

Art. 1: Purpose

- The purpose of the VRF-workshop grants is to provide (partial) funding for the organization of scientific workshops at a European university or recognized research institute.
- Europe hereby refers to the following countries: Albania, Andorra, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom, and Vatican City. Collaboration and/or co-organization with countries not listed here is permitted, as long as the workshop takes place in one of the countries from the list.
- The workshops should be open to anyone who wants to participate.
- The program can contain invited talks and/or talks based on an anonymous abstract selection procedure. In their selection of invited speakers the workshop organizers are encouraged to strive for a balance with respect to gender, ethnicity, and professional status.

Art. 2: Use of funding

- The maximum amount of a VRF-workshop grant is €5000.
- Co-financing is not required, but it is encouraged.
- The VRF funding can be spent on costs related to the material organization of the workshop (not including social events like receptions or a workshop dinner), travel and accommodation of invited speakers, and financial support to PhD-students who are presenting at the workshop.
- The financial support of the Van Riemsdijk Foundation should be acknowledged on the workshop website and in any publication or other tangible research result that emerges from the workshop.

Art. 3: Main applicant

- The main applicant of a VRF-workshop grant should hold a paid (fixed or temporary) position at a European university or research institute.

- In case of a temporary position, the period of employment should include the dates at which the workshop is supposed to take place.
- Candidates can submit only one application per call.
- Board members of the Van Riemsdijk Foundation are excluded as applicants, members of the Scientific Advisory Board are not.

Art. 4: Selection

- The submitted proposals are evaluated by the Scientific Advisory Board of the Van Riemsdijk Foundation. Each proposal is evaluated by two board members.
- The criteria taken into account by these evaluators are:
 - scientific value and potential of the workshop
 - relevance for and contribution to the mission statement of the Van Riemsdijk Foundation
 - need for the requested funds
 - international character of the workshop
 - involvement of early-career researchers in the workshop, as speakers and/or as organizers
- Based on the evaluation reports of the Scientific Advisory Board members, the Board of the Van Riemsdijk Foundation ranks all applications and decides which proposals get funded.
- All applicants receive information about the outcome of their application within three months after submission.
- The funding decisions made by the Board are final and not subject to further discussion.
- The workshop must take place within 12 months after the notification that the funding is granted.

Art. 5: Justification and reporting

- When a workshop is selected for funding, the main applicant can request a down payment of half of the allotted grant.
- The other half will be paid after the completion of the workshop, and provided the main applicant presents the Van Riemsdijk Foundation with the necessary receipts and documents.
- All payments will be made only to the bank account of the university or research institute to which the main applicant is affiliated.
- Within three months after the completion of the workshop, the main applicant is required to submit a short scientific report to the Van Riemsdijk Foundation. They will receive a template for this report.

Art. 6: Research integrity

- The Van Riemsdijk Foundation expects all research carried out in a context that is (co-)funded by the foundation to be done so in accordance with the European Code of Conduct for Research Integrity.

Art. 7: Communication

- The main applicant will inform the Van Riemsdijk Foundation immediately if the proposed workshop cannot proceed as foreseen or if any major change occurs that affects this application. This includes changes to the format of the workshop (e.g. a shift from physical to online or hybrid).