Research sabbatical

The deadline to apply for a research sabbatical is October 1st.

All permanent employees in academic positions are entitled to a one year sabbatical after six years' service, or a 1/2 year sabbatical after three years' service under certain conditions.

More detailed information about the accrual, awarding and taking of sabbaticals can be found in the Guidelines for the awarding of sabbaticals.

Applications for research sabbaticals must be submitted to the department administration no later than October 1 of the year preceding the academic year in which the planned research sabbatical is to begin.

The following form should be used: Sabbatical application form

The application should include a plan for the sabbatical, and should cover:

- Which research activities, etc., will be carried out
- Project description
- Expected research results
- Place of work during the sabbatical
- Proposal for funding the research project and any overseas stay
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The departments then send an overview of who has been granted a research sabbatical and for which period to the faculty by December 1. The faculty will send out a template for this via Elements.

Relevant links
Guidelines for the allocation of research leave and specific time arrangements for R&D initiatives
Supplementary guidelines for the allocation of research sabbaticals at the Faculty of Science and Technology
Application form
Academic reporting after sabbatical

Apply for funding for a research stay during sabbatical

You can apply for financial support for a research stay during your sabbatical. Support can be granted both from the Faculty and the L. Meltzer Foundation, but should be applied for

in a single application submitted electronically via UiB's application portal for funds and grants.

The application database opens for new applications at the end of October each year. The application deadline is listed in the application portal. Allocations are announced on the first working day after March 8.

The application must include the following:

- Purpose, host, location, and duration of the research stay
- Explanation of the application (project description, etc.)
- Estimated budget divided into 'travel' and 'accommodation' categories
- The budget does not need to be limited to Meltzer's maximum allocation per grant
- Information on whether you are traveling alone or with a partner/family, and if so, the number of family members (partner + number of children) and the period they will accompany you. There is no specific text box for this in the application, but it can be noted under "Specification, other expenses." If no mention of family, partner, or children is made, it will be assumed in the processing of the application that you are traveling alone.

There are different criteria for receiving support from the Faculty and the L. Meltzer Foundation.

L. Meltzer Foundation guidelines can be found here:
https://www.uib.no/foransatte/100539/vitenskapelige-reiser-og-forsknings...
Faculty guidelines can be found here:
https://www.uib.no/sites/w3.uib.no/files/attachments/utfyllende_retnings...

Both funds require that the research stay must last for at least 3 consecutive months.

Additionally, you must have been granted a research sabbatical. Meltzer has a funding limit of NOK 150,000 – the Faculty allocation does not have such a limit.

Relevant links
L. Meltzer Foundation guidelines for allocation of travel support
The Faculty's guidelines for allocation of travel support
UiB's application portal for funds and grants

Advance payment, financial settlement and reporting

Advance payment and financial settlement

Within one month after you have completed your stay abroad, a final settlement must be submitted. If you need access to the funds before this, you can receive up to 75% of the stipend as an advance payment. At the Faculty of Science and Technology, both of these processes are handled through the Self-Service Portal/DFØ-app - please see guidance provided under relevant links to the right.

Stipend received in employment are considered taxable income. However, deductions can be granted for documented additional expenses that are in line with the purpose of the stipend. The expenses should be supported by original receipts. In cases where receipts are not available (e.g., for documenting rental costs), the expenses can be documented with bank statements in combination with payment basis (e.g., rental agreement). More information about documentation requirements can be found here.

Reporting

If your had sabbatical, an individual final report should be prepared. The report should summarize the key results (such as publications) and discuss the short and long-term impact of the sabbatical. The report must be submitted to the department administration, which will then archive it in ePhorte.

If you have received financial support from the L. Meltzer Foundation, you must also submit an academic report to the foundation. The report is to be submitted in the electronic database for funds and grants upon completion of the research stay.

Relevant links
Template for cost summary
Guidence - Advance payment and financial settlement

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