**OVERSEAS GRANTS – information sheet**

You have been allocated an overseas grant from the Norwegian Research Council or from Oslo and Akershus University College of Applied Sciences.

**Application**Applications should be submitted in Public 360, through the faculty (the research administration), to the Section for Research and Development in the Administration. Every year, a shared case number exists for all applications for overseas grants. The application must contain information about the purpose of the stay, destination etc. A budget must also be included. The grant is meant to cover any additional costs of your stay abroad, including the costs of travel and accommodation. Tuition fees may also be covered. Regarding the board rate, the rates of the Norwegian Tax Administration apply. These are rates for the cover of additional costs, which means that you will not be allocated extra funding if you bring you family, as this is considered to be a private matter by the tax authorities and consequently a matter that has nothing to do with the grant recipient’s (taxpayer's) relation to the Tax Administration.

The rates change annually. For 2017 the rates are:
\* Accommodation with cooking facilities NOK 205 per day.
\* Accommodation without cooking facilities NOK 315 per day.

**Application response**
Your application response will be sent to the research administration at the faculty (Section for R&D). They will give you information about the response.

**Disbursement**You can be disbursed up to 100% of the grant as an advance. Bills payed directly by HiOA, e.g. flights, are deducted from the advance. The disbursement of the advance is made on a separate form for the purpose[[1]](#footnote-1). Contact the finance unit at your faculty / centre / administration in order to arrange for the disbursement.

**Travel settlement**
You must make the travel settlement immediately after returning from your stay abroad. There are two forms you must fill in: Settlement form and appendix overview form[[2]](#footnote-2). Both of these, as well as all documentation, must be submitted to your finances unit. All expenses should be documented with receipts. This does not apply to food / household expenses (detergents, clothes, private books, etc.) because these are covered by the standard rates mentioned under **application**.

**The travel settlement**
Guidelines for overseas grants.

1. Overseas grants are normally allocated by the Norwegian Research Council or by the university college.
2. Up to 100% of the grant can be disbursed as an advance. Bills payed directly by HiOA are deducted from the advance.
3. Over disbursement of grants set up against the documented costs, must be repaid in the form of salary deductions.
4. If you have been allocated an overseas grant, all costs covered by this must be documented by invoices, receipts etc. Receipts are not necessary for subsistence / food expenses as there is a fixed daily rate for this.
5. The overseas grant should cover additional costs[[3]](#footnote-3) related the stay abroad, e.g. rent[[4]](#footnote-4), travel expenses, school / tuition fees[[5]](#footnote-5), literature and equipment / material.
6. The documentation must be submitted to the administration at the faculty / centre, which will assess whether this coincides with the allocated grant and will attest to this on a separate form[[6]](#footnote-6).
7. For disbursements of advances, the form “disbursement of overseas grants – advances” must be filled in. The form must be sent to the faculty / centre. Disbursements are made through SAP (salary system).

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1. The form is called "disbursement of overseas grants - advances" and can be found on the university college's website. Whoever has been allocated a grant must not use SAP for the disbursement of the advance. [↑](#footnote-ref-1)
2. Both of the forms can be found on the worksheet "Settlement fomr and appendix overview form" located on the university college's website. They are called "Settlement form for stays abroad / overseas grants HiOA" and "Documented expenses with overseas grants". Travel expenses should not be submitted in SAP. [↑](#footnote-ref-2)
3. Additional costs means that you are not allowed to include expenses that you would have had if you were not staying abroad. [↑](#footnote-ref-3)
4. If you rent out your residence at home, the income you receive from this will have to be deducted when calculating the net amount you can get documented as additional costs through the stay abroad. [↑](#footnote-ref-4)
5. If you would have had tuition fees (or nursery expenses) in your home country, this amount will be deduction from the amount you have to pay in connection with the stay abroad. This is done in order to find the net amount you can get documented as additional costs through the stay abroad. [↑](#footnote-ref-5)
6. There is a special form for this purpose. [↑](#footnote-ref-6)