

**ERiM**

Erasmus  
Research Institute  
of Management



# ESP Manual 2023

## ERIM Support Programmes and Research Facilities 2023

Achieving Excellence & Engagement

# **ERIM Support Programmes and Research Facilities Manual 2023**

Achieving excellence and engagement

# Contents

## ERIM Support Programmes and research facilities for ERIM affiliates

Introduction	4
General Application Procedure	5
ESP 1 Organisation of Seminar Series	7
ESP 2 Organisation of Workshops and Conferences	9
ESP 3 Research Visits (Outward/Inward)	10
ESP 4 Purchasing Databases	12
ESP 5 Purchasing Microdata	13
ESP 6 Purchasing Materials, Equipment & Software	14
ESP 7 Data Collection in the Field	15
ESP 8 Data Collection in Lab Experiments (EBL)	16
ESP 9 Personal Research Assistants (PRA)	18
ESP 10 Editing of Scientific Texts	19
ESP 11 Submission Fees for Journals	20
ESP 12 Editorial Leadership	21
ESP 13A Full-Time PhD Candidates	22
ESP 13B Part-Time PhD Candidates	25
ESP 14A Full-Time PhD Series	27
ESP 14B Part-Time PhD Series	28
ESP 15A Inaugural Address Series	29
ESP 15B Farewell Series	31

# Introduction

This manual describes the ERIM Support Programmes (ESPs), which offer in kind or financial support to ERIM affiliates to further their (team) research and personal development ambitions. ERIM affiliates include ERIM Fellows, ERIM (Associate) Members, ERIM Beneficiaries<sup>1</sup>, and ERIM PhD Candidates (full-time and part-time).

All requests for support should be submitted to the ERIM office, prior to commencing the research activity for which support is requested, to the following address:

Contact person: ERIM Office Manager, Mandeville (T) Building, T06-07

E [esp@erim.eur.nl](mailto:esp@erim.eur.nl)

T +31 10 408 1182

Dear faculty member or PhD student,

Based on your affiliation with ERIM, you are eligible to apply for certain ESPs. Please check the table on page 6 carefully to see which ESP you are entitled to.

ESPs typically have a financial cap, and some require financial matching from the applicant's department. However, due to their flexibility and scope, the ESPs help our affiliates develop, corroborate, and disseminate their finest ideas throughout all stages of the research cycle. By supporting some 1,000 ESP requests per annum, ERIM is an important driver of the success of EUR's impressive cluster of management researchers.

We genuinely hope that the ERIM Support Programmes will also help you develop the quality and impact of your own research ideas. The entire ERIM team looks forward to watching them develop!

**Prof. dr P.P.M.A.R. Heugens**

Scientific Director of ERIM

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<sup>1</sup> ERIM Beneficiaries is the term used to denote ESE research faculty and PhD students whose primary research interests are not in the area of management research.

# General Application Procedure

The ESP request process has been automated, and as of January 2023 all requests must be submitted via digital forms which can be found on the [ERIM Website](#). For each ESP category a dedicated form has been created. Automating the process contributes to a faster and more transparent ESP request cycle, while lowering the administrative burden on research and support staff. Here is how to apply:

1. Go to [www.erim.eur.nl](http://www.erim.eur.nl) and log in to MyERIM with your ERNA credentials.
2. Under 'Research Support', select 'ERIM Support Programmes'.
3. Select the correct ESP category.
4. Fill out the form. It will be sent automatically to the ERIM Office.
5. The applicant must provide the correct departmental WBS number, and if applicable, the WBS numbers of the other paying parties, in the webform. This way ERIM can arrange the full purchase.
6. A confirmation or rejection letter will be sent to the applicant and the department's secretariat.

Please check the eligibility table on **page 6** in advance.

ERIM aims to process all ESP requests within 10 working days.

Table 1. Eligibility for ESPs

ESP/membership	ERIM Member	ERIM Fellow	ERIM Beneficiary	ERIM/TI FT PhD Candidate	ERIM PT PhD Candidate
ESP 1 Organisation of Seminar Series	X	X	X		
ESP 2 Organisation of Workshops and Conferences	X	X	X		
ESP 3 Research Visits (Outward/Inward)	X	X	X		
ESP 4 Purchasing Databases	X	X	X		
ESP 5 Purchasing Microdata	X	X	X		
ESP 6 Purchasing Materials, Equipment, Software	X	X	X		
ESP 7 Data Collection in the Field	X	X	X		
ESP 8 Data Collection in Lab Experiments (EBL)	X	X	X		
ESP 9 Personal Research Assistants (PRA)	X	X	X		
ESP 10 Editing of Scientific Texts	X	X	X		
ESP 11 Submission Fees for Journals	X	X	X		
ESP 12 Editorial Leadership	X	X	X		
ESP 13 Support Programme for PhD Candidates				X	X
ESP 14 PhD Series				X	X
ESP 15 Inaugural Address Series/Farewell Address	X	X	X		

# ESP 1

## Organisation of Seminar Series

ERIM contributes to the organisation of seminar series, rather than individual seminars. Seminar series typically take place at Erasmus University Rotterdam, either physically or online. Seminars within a series are generally organised once per week or once per two weeks during the semester and are open to all ERIM affiliates. Only in exceptional cases will ERIM sponsor individual seminars.

### 1. Programme (top) seminar series

ERIM encourages the organisation of top-quality seminar series. For each series, there should be one coordinating ERIM member or ERIM beneficiary, who also acts as the contact person. ERIM research programmes may have multiple seminar series; each series should be coordinated as much as possible. It is also possible to request support for seminar series covering more than one ERIM programme.

Seminar series should feature a number of top seminars per semester, where excellent scholars present their work. There should be a clear focus, and a clear policy for inviting speakers. Generally, speakers should work at a reputable university or business school, have at least two publications in an ERIM P\*, M\*, AIS > 2,2 journal (or equivalent) and/or be (associate) editor of such a journal. Speakers are expected to interact with the ERIM community, for instance in one-to-one meetings, and, if possible, with PhD candidates in group meetings. Top seminars may alternate with internal lunch seminars (under one heading) but can also form a separate series.

Reimbursement of the seminar series takes place after approval of the series as a whole. The academic coordinator is expected to submit the plan and schedule for the events for the upcoming semester (February-June, September-January), including details on the policy for inviting speakers for the series, and a budget estimate per seminar. The budget estimate can be based on the speakers to be invited, the expected number of participants, and other information (it is understood that not all information may be available six months in advance).

ERIM evaluates the proposal for the entire seminar series and will allocate a (lump-sum) budget for the entire semester.

As a rule, ERIM contributes no more than € 1,200 per top seminar, no more than € 300 for other seminars with an external speaker, and no more than € 150 in case of an internal (EUR) speaker.

### 2. Other seminar series (PhD seminars, lunch seminars)

PhD lunch seminars and so-called 'brown bag' seminars can be organised as separate series or can be incorporated in the series under subcategory 1. PhD seminars are particularly targeted at PhD candidates with a PhD candidate presenting. Brown bag seminars feature mostly internal speakers, presenting work-in-progress or recent work, or external speakers who do not fall in the top seminar category. ERIM particularly encourages the organisation of (a series of) seminars in which early-stage research is discussed.

Reimbursement of the series takes place after approval by ERIM of the series as a whole. The academic coordinator is expected to submit the plan and schedule for the events for the upcoming semester, including a budget estimate.

Upon approval of the seminar series plan, ERIM will allocate a budget for the upcoming semester.

As a rule, ERIM contributes no more than € 300 for other seminars with an external speaker, and no more than € 150 in case of an internal (EUR) speaker.

## Incidental seminars

For any seminar that is not part of a series under subcategories 1 or 2 (including job market seminars), ERIM contributes to a maximum of € 300 per seminar, or € 120 in case of an internal (EUR) speaker, under the condition that the activity is open to ERIM affiliates. Requests for funding should be submitted to ERIM well in advance. ERIM funding cannot be guaranteed; decisions will take into account budget restrictions.

## Application procedure

- Applications must be made by the coordinating faculty member and should be submitted by end of February for the spring semester, and end of September for the autumn semester. The academic coordinator is expected to provide background information and context information for the series as a whole.
- Plans should include a budget estimate, including any other third parties that co-fund the seminar (series).
- Any seminars already approved by ERIM for the 2023/4 academic year should be included in the overview, indicating their status of approval (they will evidently not be reconsidered).

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For information about reimbursements, please contact the secretary of your department. The reimbursement request should quote the correct information: Name applicant, name series, ESP category.

## Notes:

- Embedding in the electronic ERIM Series 'Seminars & Workshops' is required. This ensures web-exposure through the production of a web-announcement and archiving of presentation and presenter details.
- Web-streaming of special events is possible (please apply timely!).
- Distribution (electronically) of web-announcements by the organising department is possible through the 'E-mail' service at the event detail page.
- For initiatives for seminar series that not obviously fall under the aforementioned formats, please consult the ERIM Scientific Director in advance.



## ESP 2

# Organisation of Workshops and Conferences

ERIM supports the organisation of specialised workshops and conferences, as well as prestigious large-scale conferences. All events should be of an advanced academic level, and might have international speakers and participants from outside EUR.

All ESP requests for Workshops and Conferences will be approved on a 50/50 basis with the department.

### **Workshops, colloquia, specialised conferences**

ERIM contributes to the organisational costs with a maximum of € 750 per day, with a maximum of € 1,500 for the total event. The coverage includes AV-, venue- and catering facilities.

The maximum support of ERIM is € 4,000 for a one-day event, and € 5,500 for events of two or more days.

### **Large scientific conferences**

ERIM can support the organisation of major scientific conferences with more than 250 participants, taking place in Rotterdam and (co-)organised by one or more senior ERIM members or ERIM beneficiaries.

ERIM can support the event with a maximum of € 12,000, dependent on the size of the conference and the extent of the involvement of ERIM affiliates. This support takes the form of a guarantee, meaning that the financial support will not be given in case the conference breaks even without it.

### **Application procedure**

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

# ESP 3

## Research Visits (Outward/Inward)

ERIM can support research visits of up to one month that have the purpose of developing joint research projects or writing joint papers with colleagues from reputable institutions elsewhere, possibly combined with following externally offered courses (e.g., methods courses). These visits can be outward bound (applicant spending time at a host institution) or inward bound (applicant receiving a colleague from elsewhere). Research presentations during the stay at the host institution are strongly encouraged.

### Conditions

- Outward bound: The hosting institution should be of high academic reputation.
- Inward bound: The visitor should be of high academic reputation, as evidenced by a PhD from a reputable school and international publications in leading journals.
- There should be a credible perspective of producing at least one joint working paper or book manuscript of recognized academic standing within a year of the visit (past performance creates credibility here).
- A minimum stay of five days (excluding travel) with a maximum stay of one month.

### Application procedure

Please provide the following details in your request for support:

- Start date and end date.
- Host institution.
- Contact person at host institution.
- Motivation for visit.
- Syllabus or other detailed information on the course taken, if applicable.
- In case the request concerns a follow-up research visit, a short report on the output of the prior visit is required.
- A detailed budget estimation for the research visit, including expense items such as: Housing, flight and other connecting transportation, settlement costs, visa, and insurances. In principle, no daily allowance will be reimbursed by ERIM (except in case the costs of living only are evidently higher than in the Netherlands). In the same spirit, expenses such as food and beverage will not be reimbursed.

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

ERIM supports a maximum of € 2,500 per visit.

Reimbursement by ERIM will be based on actual costs and on the matching principle (50/50) with the department.

For more information about reimbursements, please contact the secretary of your department.

## External funding

Direct external matching by third parties is encouraged.

### Trustfonds

The goal of the Erasmus Trustfonds is to promote scientific education and research at Erasmus University. Researchers and PhD candidates can obtain a scholarship for working visits. ERIM strongly encourages applications to the Trustfonds.

An application should be sent to the Trustfonds at the latest two months before the start of the visit (see [www.trustfonds.nl](http://www.trustfonds.nl) in Dutch).

### Fulbright Center

The Fulbright Center has possibilities for funding working visits in the US (see <http://www.fulbright.nl/contents>).

# ESP 4

## Purchasing Databases

The ERIM databases are collected into a **catalogue** available through the ERIM website, with support from the **Erasmus Data Service Centre** (EDSC), hosted by the Erasmus University Library.

In case the databases mentioned in the catalogue are not sufficient, ERIM can provide financial and technical assistance. All requests for database purchases will be assessed by ERIM and EDSC before purchasing.

### Conditions

- An adequate and promising research proposal.
- Assessment of the relevance for the EUR research community.
- Database is not available in the catalogue and no ready or open-source alternatives exist.
- Most cost-effective proposition chosen.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

The following matching principles are applied:

1. 0% matching required: Investment is relevant for at least two other research groups within EUR, besides the applicant's research group.
2. 25% matching required: Investment is relevant for at least one other research group within EUR, besides the applicant's research group.
3. 50% matching required: Only the applicant's research group is interested in the database.

# ESP 5

## Purchasing Microdata

Microdata is data on the characteristics of units of a population, such as individuals, households, or establishments, collected by a census, survey, or experiment. The data contains private information which cannot be shared with other researchers because of confidentiality agreements. A main source of microdata for the Netherlands is the CBS microdata. ERIM may opt to support the purchasing of this kind of data.

### Conditions

- Adequate and promising research proposal.
- No ready alternatives.
- Detailed quotation of the data.
- Researcher needs to publicly publish their query and/or analysis code (in the EDR).

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

- Reimbursement by ERIM will be based on actual costs and on the matching principle (see below) with the department. External matching is encouraged.
- ERIM support in this programme serves as seed money, which may help to acquire additional funding for full projects elsewhere.
- The applicant must publicly publish the query or analysis code used for this dataset, compliant with "Principles of Responsible Research Data Management" (updated 2018, available [here](#)).

Reimbursement by ERIM will be based on the matching principle (50/50) with the department.

For more information about reimbursements, please contact the secretary of your department.

# ESP 6

## Purchasing Materials, Equipment & Software

ERIM can provide financial and technical assistance for the following research costs:

- Materials and equipment for Erasmus Behavioural Lab (EBL) projects.
- Licensing of specialised research software for specific projects.

### Conditions

- An adequate and promising research proposal.
- Assessment of the relevance for the EUR research community.
- No ready or open-source alternatives available in the [software catalogue](#).
- Most cost-effective proposition chosen.
- Licenses for software are registered by ERIM.
- The purchase must be GDPR compliant.
- The purchase must be compliant with prevailing EUR procurement policy.

The tool should be privacy assessed, in case it is used to collect, analyse, or store personal and/or sensitive data.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

The following matching principles are applied:

1. 0% matching required: Investment is relevant for at least two other research groups within EUR, besides the applicant's research group.
2. 25% matching required: Investment is relevant for at least one other research group within EUR, besides the applicant's research group.
3. 50% matching required: Only the applicant's research group is interested in the equipment, materials and/or license.

# ESP 7

## Data Collection in the Field

ERIM can support the collection of data in the field, needed for projects in one of the ERIM research programmes (full-time PhD candidates see ESP13A Data Collection). For data collection in lab experiments at the Erasmus Behavioural Lab (EBL), see ESP8.

### Conditions

- Adequate and promising research proposal.
- No ready alternatives.
- Most cost-effective proposition chosen.
- Up-front ethical review/IRB approval, including data management plan and privacy assessment (included in the online ESP application).
- Making data available for use by other researchers via the EUR Data Repository (EDR).

Researchers are expected to comply with ERIM's "Principles of Responsible Research Data Management" (updated 2018, available [here](#)). When considering funding requests under this support programme, one criterion will be the extent to which data will be made available to multiple ERIM researchers.

Please note: All research by ERIM affiliates in the field requires approval by the applicable (RSM or ESE) Internal Review Board, Section Non-Experimental (IRB-NE). You can find the application procedure [here](#).

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

- The request for support, including IRB approval number, should be submitted electronically to the ERIM office, using the online ESP application forms (available via MyERIM).
- Reimbursement by ERIM will be based on the 50% actual cost matching principle with the department. External matching is encouraged. ERIM support in this programme serves as seed money, which may help to acquire additional funding for full projects elsewhere.
- Obtained data must be registered and deposited in the [EUR Data Repository](#) (EDR). For any data-related questions you can contact ERIM's Data Steward via [data@erim.eur.nl](mailto:data@erim.eur.nl).

For more information about reimbursements, please contact the secretary of your department.

# ESP 8

## Data Collection in Lab Experiments (EBL)

Research conducted at the EBL may receive financial support from ERIM. This primarily concerns the compensation of subjects. You can find more about the EBL [here](#).

### Conditions

- Adequate and promising research proposal.
- No ready alternatives.
- Most cost-effective proposition chosen.
- Up-front ethical review/IRB approval, including data management plan and privacy assessment (included in the online ESP application).
- Making data available for use by other researchers via the EUR Data Repository (EDR).

### Compensation for subjects

ERIM provides support to cover the costs arising from EBL-related projects. It aims to cover the compensation, financial or otherwise, of human subjects, usually students, who take part in the experiments. Before participating in an experiment, an informed consent form needs to be signed by the participant.

As a general rule ERIM will provide compensation for payments to individuals up to a maximum of € 15 per subject (all in).

For administrative reasons, researchers have to keep records of all the payments. Personal information and research data must be separated. For more information, please [contact the EBL](#). After processing the file registering the participant fees, the files need to be removed by the researcher from all devices.

Please note: All research by ERIM affiliates in the field requires approval by the applicable (RSM or ESE) Internal Review Board, Section Experimental (IRB-E). You can find the application procedure [here](#).

This approval is needed before a request for support under ESP8 is submitted.

### General support

Eligible applicants may ask for general support for running experiments up to a maximum of € 5,000 per year.

Researchers are expected to comply with ERIM's "Principles of Responsible Research Data Management" (updated 2018, available [here](#)).

### Subject Pool

The participation of student subjects is organised in the EBL Subject pool. This web-based facility is open for all eligible applicants who need a large number of subjects for their lab experiments. For more information on the subject pool, contact the pool manager (see the [EBL website](#)).



## Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

- The request for participant fees, including the IRB approval number, should be submitted to the ERIM office well in advance, via the online ESP form (available via MyERIM).
- The applicant sends the completed payment sheet (an Excel file) to ERIM after the experiment. After approval, ERIM sends the document to Financial Services to settle the payments. All relevant fields in the payment sheet are mandatory.

For more information about the participants' payment process, please contact the secretary of your department.

# ESP 9

## Personal Research Assistants (PRA)

The PRA programme is intended to support ERIM faculty to publish in the best academic journals in their field (P\*, M\*, AIS>2.2). During the production and submission process of these papers, eligible applicants can ask for support for specific student assistance for targeted quality enhancing activities such as, for example, extra literature search, validating actions such as collecting (extra) data, survey-activities, and data entry.

### Conditions

- The goal is to publish research in a top journal (P\*, M\*, AIS>2.2).
- Proposals should include the target journal, the title of the paper, and a short description of the content of the research tasks of the assistant during the assistance-ship (one A4 page).
- Research assistants are MSc students with an academic interest.
- Practical details of the research activities (start-date of activities, duration in months (up to four months maximum), appointment size (1, 2 or 2.5 days per week, work-location). Non-EU students can work a maximum of 10 hours per week, all paid research activities taken together.
- The matching commitment (50% by the department) should be attached to the application. Maximum contribution by ERIM is € 5,500 per eligible applicant per year.
- A short report on the results of the research tasks during the assistance-ship by the PRA is required upon completion.

Selection, recruitment, and appointment is coordinated and managed by the department. The ERIM contribution can be claimed upon completion of the specific tasks ('interne doorbelasting'). ERIM does not assist in the actual recruitment of PRAs.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

# ESP 10

## Editing of Scientific Texts

ERIM can reimburse the costs for the editing of scientific texts. The support of ERIM is oriented towards enhancing the quality of existing scientific texts, in a 'ready to submit' stage of development. Generally, this will entail the professional editing of an already existing text in English. If a language other than English is involved, and / or the complete translation of a text is needed, special arrangements can be discussed.

### Conditions

- Submission of the paper to an academic outlet of high reputation (P\*, M\*, AIS>2.2).
- Professional editor (preferably officially accredited).
- No possibilities for redeeming the costs otherwise, e.g., from the royalties of the publication.
- Reimbursement by ERIM will be based on actual costs, up to a maximum of € 750.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

# ESP 11

## Submission Fees for Journals

ERIM may provide financial support to applicants in case a journal has a 'submission fee' policy for reviewing submitted articles, or a 'publication fee' policy for publishing articles.

### Open access

Please note that Open Access submission fees are not eligible for funding by ERIM. Instead, ERIM affiliates are encouraged to exercise their self-archiving rights under the [Open Access Regulation](#) (aka Taverne amendment). You can find more about the Taverne Amendment [here](#)).

### Conditions

- The targeted journal is on the [ERIM Journal List](#) and belongs to the P, P\*, or M\* categories, or is an academic outlet of high reputation (AIS>2.2).
- Requests should include the relevant correspondence with the Journal Editor.
- There is no possibility to redeem the costs otherwise.
- Increased submission fees for "fast-track" procedures are not eligible for reimbursement.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

# ESP 12

## Editorial Leadership

ERIM can provide financial support for eligible applicants who take on a substantial editorial role (e.g., Editor in Chief or Associate Editor) for a journal classified as P\* in the ERIM Journal List or a journal with AIS>2.2. ERIM provides two types of support to ERIM members or ERIM beneficiaries serving in editorial roles: An annual stipend of up to € 15,000 to (partially) offset the time commitments involved in the role, and out-of-pocket expenses to support ambassadorial work on behalf of the journal (such as attending workshops and editorial board meetings).

The following time-offset costs are eligible:

- An annual stipend of up to € 15,000 to (partially) offset the time commitments involved in the role.

The following out-of-pocket costs are eligible:

- Travel and accommodation costs related to attending editorial meetings.
- Organizational costs for editorial meetings in Rotterdam, including travel and accommodation for participants (co-editors).
- The organisation of a seminar/workshop to give insight in the publication process, peer review process, or other activities related to professional development for (early career) researchers.
- The request typically covers activities for the period of one year.

### Conditions

- Appointment in a substantial editorial role for a P\* journal on the ERIM Journal List or for a journal with AIS>2.2; a copy of the appointment letter or email should be added to the request.
- Out-of-pocket costs requested are not covered otherwise (e.g., by a stipend or reimbursement by the publisher).
- Editorial meetings to be organised take place in Rotterdam, or at relevant annual conferences.
- Editorial roles can be registered directly in the **EUR repository** (Pure). The ERIM office could facilitate the registration upon request.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

# ESP 13A

## Full-Time PhD Candidates

### Courses

ERIM offers support for academic courses provided by external academic networks (for example EIASM) or universities. ERIM only supports courses as agreed upon in the Training and Supervision Plan (TSP).

**For ERIM full-time PhD students**, please note that all the courses taken outside ERIM, within or outside the Netherlands, need to be approved in advance by the ERIM Doctoral Office and should be included in your TSP. The number of external courses may vary, depending on the course fees and other course-related costs (that is, travel costs and accommodation costs). ERIM will refund courses with a maximum of € 5,000 per candidate for the full PhD trajectory.

The ABRI courses offered at the VU University Amsterdam are free of charge for ERIM full-time PhD candidates and therefore do not count towards the maximum of € 5,000. Similarly, the Tinbergen Institute courses that are labelled core courses by the PhD student's research programme in agreement with ERIM do not count as external courses for the general funding rule stated above. A PhD student in any of the research programmes who makes use of Tinbergen Institute courses as core courses can take up to 3 core courses under this exception to the general rule. Additional or other courses from the Tinbergen Institute fall under the general rule of a maximum of € 5,000 per candidate.

**For TI and BDS PhD students**, ERIM will reimburse up to a maximum of € 5,000 per candidate for courses that replace some of the courses in the TI or BDS curriculum of 40 ECTS. Note that only courses included in the PhD student's TSP qualify for reimbursement. TI and BDS PhD students should turn to the ESE's Director of Doctoral Education to get the coursework in their TSP approved. After obtaining this approval, TI and BDS PhD students can file a request for funding for the courses outside the TI or BDS curriculum. This request must be accompanied by the approval of ESE's Director of Doctoral Education. For courses, ERIM reimburses course fees, travel costs, and accommodation costs.

### Research materials

Data collection (In the field or in the lab)

ERIM supports research data collection. The support is based on the 50% actual cost matching principle with either the department where the PhD candidate is appointed and/or external sponsorship, with a maximum of € 3,000.

### Conditions

- Adequate and promising research proposal.
- No ready alternatives.
- Most cost-effective proposition chosen.
- Up-front ethical review / IRB approval, including data management plan and privacy assessment.
- Making data available for use by other researchers via the EUR Data Repository (EDR).
- Obtained data must be registered and deposited with ERIM Data Steward ([data@erim.eur.nl](mailto:data@erim.eur.nl)).

Researchers are expected to comply with ERIM's "Principles of Responsible Research Data Management" (updated 2018, available [here](#)). When considering funding requests under this support programme, one criterion will be the extent to which data will be made available to multiple ERIM researchers.

Please note: Approval from the Internal Review Board (IRB) is needed before applying for funding, either from the

IRB for experimental or for non-experimental research. See [here](#) for procedures and application forms.

## Scientific and educational literature

Per PhD candidate, a total amount of € 750 is available for purchasing literature prescribed for courses and literature for research purposes. Note that books should be bought from the EUR supplier, INDEX Books, through the secretary of the PhD candidate's department. ERIM cannot reimburse books bought elsewhere.

## Conferences

### Conference participation – with paper presentation

ERIM supports conference participation of PhD candidates in the first five years under the condition that they are presenting a paper. Proof of the paper's acceptance should be submitted along with the application. The support is based on the 50% actual cost matching principle with either the department where the PhD candidate is appointed and/or external sponsoring, to a maximum of € 1,500 of ERIM support per visit. The support of ERIM includes conference fees, travel costs, and meals which are not included at the conference.

### Conference visit – without paper presentation

ERIM supports one conference visit without presenting a paper per PhD candidate throughout their five years. Visiting this conference must have a clear added value for the PhD candidate, such as developing contacts with researchers abroad in the area of the PhD or being informed about the latest developments in their research domain. The support is based on the 50% actual cost matching principle with either the department where the PhD candidate is appointed and/or external sponsoring, with a maximum of € 1,500.

## International research activities

### Working visit to or of international supervisor

After the positive assessment of the research proposal (first year), ERIM supports PhD candidates who visit their international supervisor (if applicable). In their final year PhD candidates may ask ERIM for support in financing part of the inward travel expenses of their supervisor in their capacity of supervising the candidate or attending the thesis defence. The support is based on the 50% actual cost matching principle with either the department where the PhD candidate is appointed and/or external sponsoring, to a maximum of € 1,500.

## International research visit

ERIM supports PhD candidates' international research visits to other academic institutions. Candidates in their third and fourth year are encouraged to visit and participate in the research activities of another international research group in their area of specialisation. ERIM's goal is to enable PhD candidates to develop their international academic network. The support is for a research visit with a maximum duration of four months.

There need to be at least three parties who bear the costs together. Remaining costs, which are not covered by the third party (usually the Trustfond) will be supported by ERIM and the department under the 50% actual cost matching principle, with a maximum contribution of € 3,000 from ERIM towards the total research visit budget.

A request for an international research visit contains the following elements:

- A support letter of your promotor/supervisor.
- Overview of the aim of the study and planned activities.
- Description of the expected impact of the study on the quality of the results of the PhD research project.
- Budget estimation such as: Housing, flight and other connecting transportation, visa, insurances.

No daily allowance will be reimbursed by ERIM. In the same spirit, expenses such as food and beverage will not be reimbursed.

## External funding

External funding for international research visits can often be obtained from the Erasmus Trustfonds. The goal of the Erasmus Trustfonds is to promote scientific education and research at the Erasmus University. PhD candidates are eligible for funding from the Trustfonds for various education and research activities. ERIM strongly encourages applications to the Trustfonds. Please consult the website of the Trustfonds for application guidelines and deadlines ([www.trustfonds.nl](http://www.trustfonds.nl)). Furthermore, the Fulbright Commission has possibilities for funding working visits in the USA. Please find more information on <https://www.fulbright.nl/>.

## International job market visit

ERIM supports a maximum of one job market visit abroad for PhD candidates in their final year. Interview invitation(s) for the job market visit should be submitted to the ERIM Office with the request for support. The support is based on the 50% actual cost matching principle with either the department where the PhD candidate is appointed and/or external sponsoring, to a maximum of € 1,500.

## Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

- Requests for support have to be submitted at least one month in advance of the planned activity. The request must contain a budget estimation and proof of acquired internal/external matching support.
- After obtaining an approval from the ERIM Office, please submit your expense claims online through the Erasmus Employee Self Service Portal. You can reach the portal via [ess.eur.nl](http://ess.eur.nl). Please note that your claim through the portal has to be accompanied with a PDF of ERIM's approval. This is a **strict requirement** since your expense claim cannot be processed without proof of approval!
- The reimbursement takes place after the actual expenses have been made. Through the portal, you need to provide evidence of the expenses you have actually made in the form of a PDF of your tickets, receipts, bills, and/or bank statements.

The Director of Doctoral Education makes final decisions. For regular cases, we strive for a turnaround time of two weeks.



# ESP 13B

## Part-Time PhD Candidates

Full fee-paying part-time PhD candidates and part-time PhD candidates on a scholarship are eligible for requesting ESP support. Part-time PhD candidates with a waiver are not eligible for requesting ESP support.

The maximum amount to be covered by the part-time PhD programme per candidate (conferences and courses together) is € 3,000 per candidate during the whole trajectory.

### Conference participation

ERIM supports conference participation of PhD candidates from the part-time programme under the condition that they are presenting a paper and that the conference is of high quality and international standing.

In order to be eligible for reimbursement of expenses related to a conference visit, permission to attend the conference must be obtained from the Academic Director of the part-time PhD programme, prior to registration.

ERIM covers the conference registration fees. Membership fees for the professional association organizing the conference will only be covered if the membership is a requirement to register for the conference. In this case, the membership fee will be covered for one year only. In addition, ERIM can provide a contribution to travel expenses (flight and/or hotel) up to a maximum € 1,000.

Proof of the paper's acceptance should be submitted along with the application.

### Courses

ERIM supports the costs for (short) academic courses provided by external academic networks (for example EIASM) or universities.

### Conditions

- The course must be of high quality and standing.
- The course contents must be relevant for the development of the PhD thesis (e.g., analytical methods, skills, etc.).
- The supervisor should confirm the suitability and relevance of the course/conference in writing, in order to be eligible for funding.

Please note that all courses taken outside ERIM, within or outside the Netherlands, need to be approved in advance by the Academic Director of the part-time PhD Programme. The number of external courses may vary, depending on the course fees and other course-related costs (flights, accommodation, etc.). ERIM will refund courses with a maximum of € 2,000 per candidate for the full PhD trajectory.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

- After obtaining an approval from the ERIM Office, you will receive an expense claim form for non-EUR employees from the Part-Time PhD Office. Please fill out, sign, and return this form to the Part-Time PhD

Office, together with a PDF of all receipts or other proof of payments. Please also submit a PDF of ERIM's approval decision. This is a **strict requirement** since your expense claim cannot be processed without proof of approval!

- Financial support for courses and conferences is based on actual costs rather than on the original budget estimation.

The Academic Director of the PT PhD Programme makes final decisions. For regular cases we strive for a turnaround time of two weeks.

# ESP 14A

## Full-Time PhD Series

ERIM supports PhD candidates to publish their dissertation in the ERIM, TI, or BDS PhD Series. ERIM covers all costs, based on comprehensive standing arrangements with the designer of the cover and invitation, an English language editor for the translation of the English summary to a Dutch one, and a printer for the actual printing of the book.

The publication of a dissertation in the ERIM full-time PhD Series is open to those who have participated in the full-time ERIM or Tinbergen PhD programmes, and in the BDS Programme.

### Instructions

You will have to start with the preparations at least **eight months before** your defence. Please contact the PhD Series Coordinator to discuss the necessary steps.

Copyrights remain with the author(s). ERIM is permitted to archive the dissertation in the Digital Academic Repository and to distribute it through the ERIM website and international academic repositories such as RePEc and SSRN.

### Planning is crucial

The preparations for the doctoral ceremony normally start at least **eight months before** the actual date of the doctoral ceremony. ERIM will start the actual printing of dissertations only after the PhD candidate has officially received the approval of the EUR Beadle (Pedel) in Hora Finita. Please contact the PhD Series Coordinator at the ERIM Office for this planning.

### Production

The ERIM Office will take care of:

- Embedding the dissertation in the ERIM, TI, or BDS PhD Series (translation of the summary, ERIM series number, colophon page with ISBN number, annex with the PhD series overview, cover design, and invitation for the ceremony).
- Production of 40 printed copies (invitation and flyer with the propositions included). Extra printed copies are to be financed by the candidate /department. Of the 40 printed copies financed by ERIM, ERIM will receive one, EUR Beadle (Pedel) will need seven for distribution, each member of the supervisory team and assessment committee will receive one, and ten will be made available to guests attending the defence ceremony.
- Media coverage (through the Internal and External Relations Department of the Erasmus School of Economics or Rotterdam School of Management, Erasmus University) and mailings.
- A photographer to cover the event.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

# ESP 14B

## Part-Time PhD Series

ERIM PT PhD candidates will publish the university edition of their dissertation in the ERIM PT PhD Series. All dissertations in this series will have the ERIM PT PhD Series cover, which leaves room for an individual touch, dependent on subject and the preferences of the PhD candidate. ERIM covers all costs, based on comprehensive standing arrangements with a designer of the cover, an English language editor for the final language check, and a printer for the actual printing of the book.

### Instructions

The preparations for the doctoral ceremony normally start at least **eight months before** the actual date of the doctoral ceremony. ERIM will start the actual printing of dissertations only after the PhD candidate has officially received the approval of the EUR Beadle (Pedel) in Hora Finita. Please contact PT PhD Coordinator to discuss the necessary steps.

Copyrights remain with the author(s). ERIM is permitted to archive the dissertation in the Digital Academic Repository and to disclose it through the ERIM website and international academic repositories like RePEc and SSRN.

### Production

The ERIM Office will take care of:

- Embedding the dissertation in the ERIM PT PhD Series (English language check, ERIM series number, colophon page with ISBN number, annex with the PT PhD Series overview, cover design, and invitation for the ceremony).
- Production of printed version (invitation and flyer with the propositions included): 40 books for ERIM PT PhD candidates.
- Production of electronic version with keywords, abstract, and permanent URL to the full text.
- Archiving in the Erasmus academic repository (RePub) and electronic disclosure through the ERIM portal.
- Media coverage (through the Internal and External Relations Department of the Erasmus School of Economics or Rotterdam School of Management, Erasmus University) and special mailings (only on request).
- A photographer to cover the event.

### Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

# ESP 15A

## ERIM Inaugural Address Series

The ERIM Inaugural Address Series is created for those associated faculty members (ESE/RSM) who are appointed as professor at Erasmus University Rotterdam. Newly appointed professors are invited to publish their inaugural address in the ERIM Series.

### Requirements

Copyrights remain with the author. ERIM is permitted to archive the address in the digital academic repository and to disclose it through the ERIM website and international academic repositories like RePEc and SSRN.

Timing	Contact the ERIM office as soon as a date for the address has been set with the beadle's office or at least two months before the actual ceremony.
Language	English language (UK spelling) is preferred (for international disclosure).
Pages	Maximum number of pages is 50.
Cover text	Short research profile of the author is printed on back cover (~ 100 words).
Book size	16,5 * 24,0 cm (same as PhD series), with full colour series cover.
Abstracts	In English and Dutch language (~ 100 words each).
Keywords	The author adds up to 10 targeted keywords.

### Production

The ERIM Office will take care of:

- Embedding in the ERIM Series (ERIM series number, production of title page, bibliographic details (through the University Library) and production of annex with series overview).
- Production of printed version: 100 printed copies in ERIM cover.
- Production of electronic version with keywords, abstract and URL.
- Electronic archiving and disclosure.
- Media coverage (through the Internal and External Relations Department of the Erasmus School of Economics or Rotterdam School of Management, Erasmus University) and special mailings (only on request).

ERIM receives one copy for inclusion in the ERIM library.

### Output for author

- 100 copies stapled in ERIM series cover. The EUR Beadle's office (Pedel) will need copies for distribution during the inaugural address.
- A full-colour picture file with the cover-page of the inaugural address for presentation purposes during the ceremony (PPT format).

## Information and submission

ERIM Office Manager, [esp@erim.eur.nl](mailto:esp@erim.eur.nl), office T06-07.

The ERIM Inaugural Address series can be found [here](#).

# ESP 15B

## ERIM Farewell Address

The ERIM Farewell Address Series is created for those associated faculty members (ESE/RSM) who are concluding their professorship at Erasmus University Rotterdam. Departing/retiring appointed professors are invited to publish their Farewell Address in the ERIM Series.

### Requirements

Copyrights remain with the author. ERIM is permitted to archive the address in the digital academic repository and to disclose it through the ERIM website and international academic repositories like RePEc and SSRN.

Timing	Contact the ERIM office as soon as a date for the address has been set with the beadle's office or at least two months before the actual ceremony.
Form	Requests and document files are submitted to the ERIM Office electronically via the application website with permission to publish the report.
Language	English language (UK spelling) is preferred (for international disclosure).
Pages	Maximum number of pages is 50.
Cover text	Short research profile of the author is printed on back cover (~ 100 words).
Book size	16,5 * 24,0 cm (same as PhD series), with full colour series cover.
Abstracts	In English and Dutch language (~ 100 words each).
Keywords	The author adds up to 10 targeted keywords.

### Production

The ERIM Office will take care of:

- Embedding in the ERIM Series (ERIM series number, production of title page, bibliographic details (through the University Library) and production of annex with series overview).
- Production of printed version: 100 printed copies in ERIM cover.
- Production of electronic version with keywords, abstract and URL.
- Electronic archiving and disclosure.
- Media coverage (through the Internal and External Relations Department of the Erasmus School of Economics or Rotterdam School of Management, Erasmus University) and special mailings (only on request).

ERIM receives one copy for inclusion in the ERIM library.

## Output for author

- 150 copies stapled in ERIM series cover. The EUR Beadle's office (Pedel) will need copies for distribution during the farewell address.
- A full colour picture file with the cover-page of the inaugural address for presentation purposes during the ceremony (PPT format).

## Application procedure

The ESP request forms are available via MyERIM and further information about the application procedure can be found on page 5, General Application Procedure.

For more information about reimbursements, please contact the secretary of your department.

The ERIM Farewell Address series can be found [here](#).



## Means for achieving impact and excellence

Excellent research needs excellent support. To pursue its goals, ERIM employs a set of support and quality instruments to: (I) stimulate research communication, cooperation, and international exchange; (II) support the research and publication process; (III) provide excellent research infrastructure; (IV) stimulate and recognize outstanding achievements; and (V) stimulate quality and monitor performance.

ERIM has set up a financial support programme for a range of research-related activities for its members, beneficiaries, and affiliated full-time and part-time PhD students. Dedicated ERIM Support Programmes (ESPs) exist for the following purposes:

- Organisation of Seminar Series
- Organisation of Workshops and Conferences
- Research Visits (Outward/Inward)
- Purchasing Databases
- Purchasing Microdata
- Purchasing Materials, Equipment & Software
- Data Collection in the Field
- Data Collection in the EBL
- Personal Research Assistants
- Editing of Scientific Texts
- Submission Fees
- Editorial Leadership
- Support Programmes for Full-Time PhD Candidates
- Support Programmes for Part-Time PhD Candidates
- Full-Time PhD Series
- Part-Time PhD Series
- Inaugural Address Series
- Farewell Address Series

The Erasmus Research Institute of Management (ERIM) supports the research efforts of faculty members and PhD students affiliated with the Rotterdam School of Management, Erasmus University (RSM) and the Erasmus School of Economics (ESE). ERIM was founded as a joint venture between these two schools in 1998 and has since then stimulated the conduct of excellent research and has offered advanced doctoral education. ERIM provides for the mandated institutional duties of care and offers research support to over 400 faculty members and PhD candidates. While stemming from a variety of academic backgrounds and areas of expertise, the ERIM community is united in striving for excellence and working at the forefront of creating academically and societally impactful scientific knowledge.

# ERIM

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