STIR GRANT

Manual

The STIR grant is funded by TU Delft, intended for students going abroad as part of their study programme outside the EU/EEA/EFTA (not Switzerland).

If you have questions about this grant please check the website first. If you can't find the answer to your questions, please send an email to outgoingglobal-esa@tudelft.nl

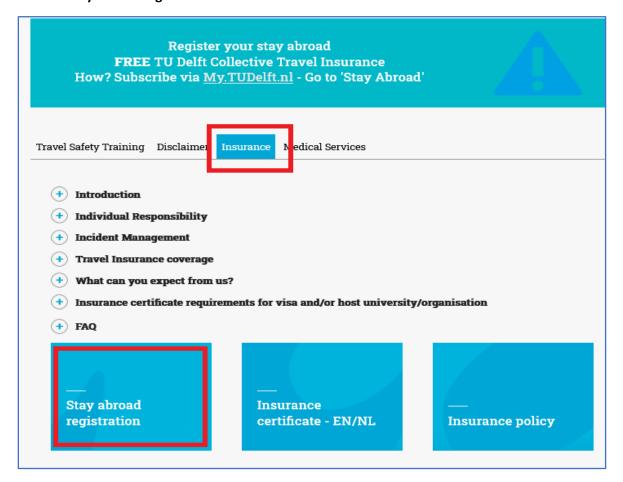
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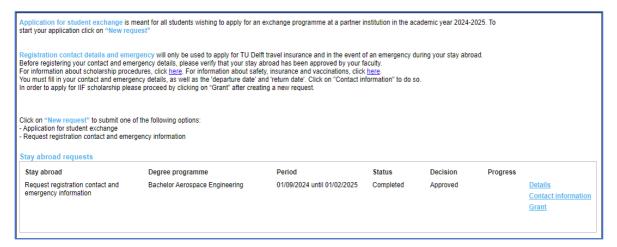
Pre-Application requirements

To be able to apply you will need to have already registered your stay abroad in Osiris.

You can find the manual to help you do this <u>here</u>. On the webpage scroll down to the tab **Insurance** and click on 'stay abroad registration'.



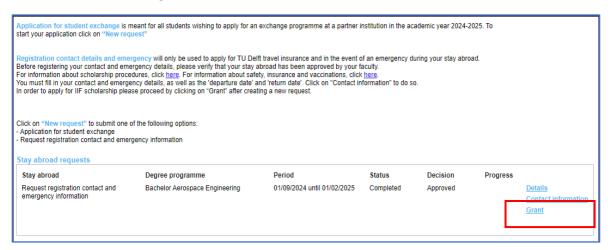
When you have submitted your registration stay abroad, return to the home screen below.



Start Grant Application

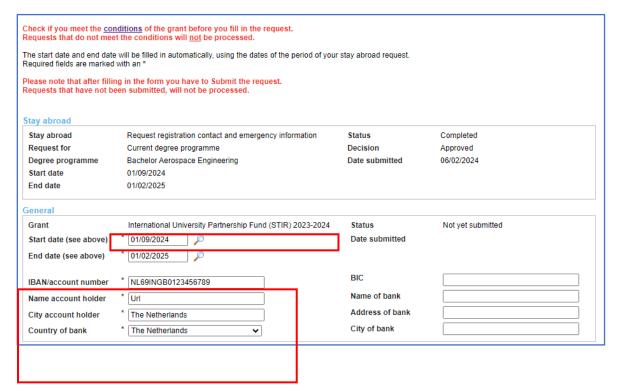
Do not apply for this grant if you have already started your stay abroad, or you have previously received this grant, or you are awarded another grant for your stay abroad (E.g. Erasmus+, Justus van Effen, IDEA league, NL scholarship, FAST fund). If you have applied for the NL Scholarship, you may also submit an application for the STIR grant before your start date. But you cannot receive both grants. Notify the mobility team should you receive the NL scholarship, or you are having problems submitting your grant or your stay abroad is cancelled or any changes have occurred via outgoingglobal-esa@tudelft.nl

Click on Grant (bottom right hand corner)



Choose the correct Grant (International University Partnership Fund (STIR)

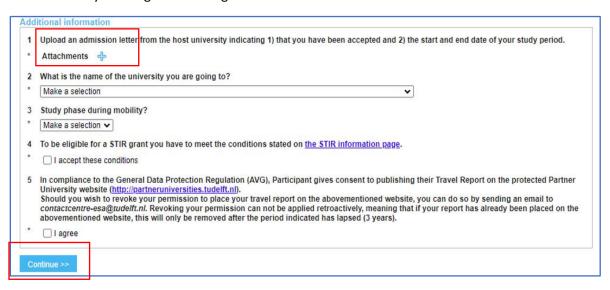
Fill in personal details, include the **IBAN** details where you wish the scholarship to be paid. Click **Continue**.

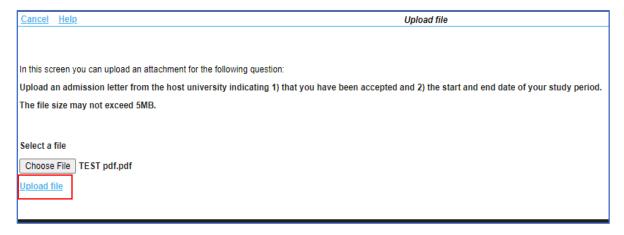




Complete Additional information

You must upload your admission letter (PDF) from your host. Answer questions 2 – 5. And click on **Continue**. Are you waiting longer than expected for this letter, send an email to <u>outgoingglobal-esa@tudelft.nl</u> explaining this delay. Do not wait until you arrive at the host to upload this letter, because this will make you ineligible for this grant.





If the information is correct click **Continue**.

After you upload the file, you will see a **Review** of your Scholarship application.

Review

Review the information you wish to submit.

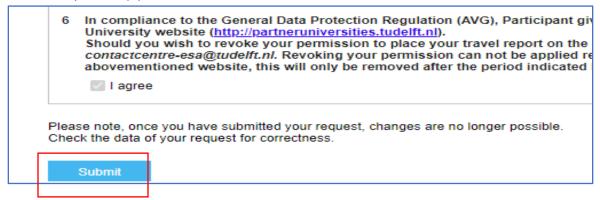
Stay abroad				
Stay abroad	Request registration contact and emergency information	Status	Completed	
Request for	Current degree programme	Decision	Approved	
Degree programme	Bachelor Aerospace Engineering	Date submitted	06/02/2024	
Start date	01/09/2024			
End date	01/02/2025			
General				
Grant	International University Partnership Fund (STIR) 2023-2024	Status	Not yet submitted	
Start date (see above)	01/09/2024	Date submitted		
End date (see above)	01/02/2025			
IBAN/account number	NL69INGB0123456789	BIC		
Name account holder	Url	Name of bank		
City account holder	The Netherlands	Address of bank		
Country of bank	The Netherlands	City of bank		
Additional information				
	letter from the host university indicating 1) that you have be	een accepted and 2) the s	start and end date of your study period.	
Attachments	No.			
TEST pdf.pdf	New			
2 What is the name of the university you are going to?				
Australia University of Sydney				
3 Study phase during mobility?				
BSc year 3				
4 At the time of your ex	xchange will you be at least enrolled in your 2nd year of back	nelor and have obtained :	at least 45 FC?	
Yes	containing with you be at loads contoined in your 2nd your or back	icioi una nave obtainea i	at loast 45 CC.	
5 To be eligible for a S	TIR grant you have to meet the conditions stated on the STIR	information page.		
I accept these con	ditions			
6 In compliance to the General Data Protection Regulation (AVG), Participant gives consent to publishing their Travel Report on the protected Partner University website (https://partneruniversities.tudelft.nl). Should you wish to revoke your permission to place your travel report on the abovementioned website, you can do so by sending an email to contactcentre-esa@udelft.nl. Revoking your permission can not be applied retroactively, meaning that if your report has already been placed on the abovementioned website, this will only be removed after the period indicated has lapsed (3 years).				
Please note, once you have submitted your request, changes are no longer possible. Check the data of your request for correctness. Submit				

Checklist

Ш	Registration stay abroad complete
	Check bank details are correct
	Check dates for travel and stay abroad are correct
	Check contact information is correct

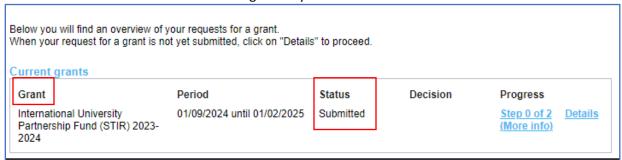
Contact outgoingglobal-esa@tudelft.nl should there be any incorrect information that you can not change yourself

Submit your application



Application Status Overview

Under Grant you will find an overview of your application, the status will be Submitted. You will have received an email confirming this in your TU Delft email.

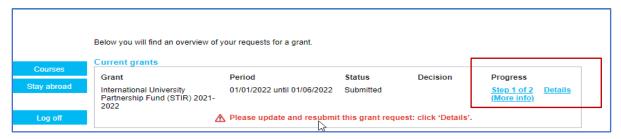


After submitting your application

Once your application has been reviewed, you will see changes to the **Decision** and **Progress** status.

Additional information/incorrect information needed to complete your application

Should you need to upload a different/updated document or need to provide additional information you will see the following red text. In **Progress, c**lick **Details** to find out what's needed.



Conditionally approved application

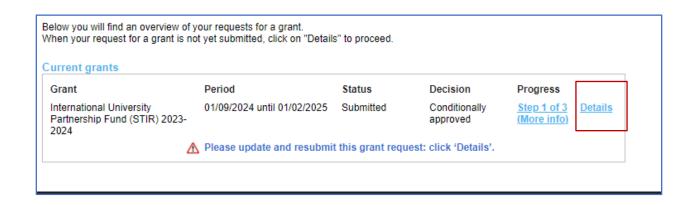
Should your application be approved, it will be conditionally approved. This means that you still have to complete all tasks to receive the grant after your stay abroad is completed.

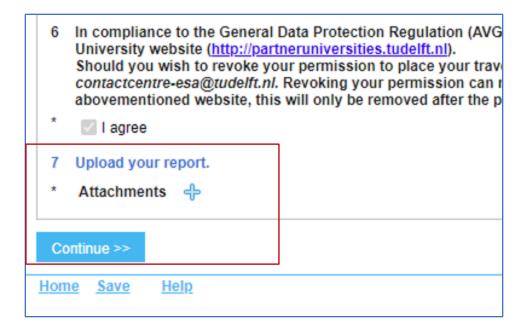
Upload your travel report

When you return from your stay abroad you are required to upload your travel report within 3 months of your end date. When you do this you will receive the STIR grant. If you cannot meet the deadline, contact the Mobility team to explain why, otherwise the grant will be cancelled, you will notified of the cancellation via email.

Log into Osistud again and click on Stay abroad.

Click on **Details** to be able to upload your travel report in PDF format, not a word document, under **Additional information**





In this screen you can upload an attachment for the following question:
Upload your report.
The file size may not exceed 5MB.

Select a file
Choose File TEST pdf.pdf
Upload file

Uploaded report

Once your report is uploaded and approved, your status will change and you will receive an email notifying you that you have met all conditions to receive the grant. This will be transferred to your bank account within 3-4 weeks of receiving the email.



Below you will find an overview of your requests for a grant. When your request for a grant is not yet submitted, click on "Details" to proceed.

Current grants

2024

Period Grant International University

Partnership Fund (STIR) 2023-

01/09/2024 until 01/02/2025 In progress

Status

Decision Final approval **Progress**

Step 1 of 3 (More info) **Details**