

Karen Johnson Freeze Fund 2011 Regulations

A. General

1. A regular Karen Johnson Freeze Fellowship grant amounts €2,000,-- (two thousand Euro).
2. Karen Johnson Freeze Fellows can claim research related expenses until two years after the fellowship grant was awarded.
3. The fellow can use the grant for expenses related to the research mentioned in his/her awarded proposal for the Karen Johnson Freeze Fellowship Fund. Refundable expenses are:
 - Travel expenses to archives, conferences and other research related meetings (see C).
 - Accommodation expenses and meals during the travels mentioned before (see D and E).
 - Other expenses, for instance (see F):
 - i. Conference fees.
 - ii. Professional literature.
 - iii. Copy expenses.
 - iv. Library expenses.
4. Fellows will join the (free) Tensions of Europe network in order to get connected to the community of historians of technology.
5. The Karen Johnson Freeze Fellowship fund is administered by the Foundation for the History of Technology (SHT).
6. Expenses have to be claimed using the SHT-claim form.
7. For the reimbursement of travel costs, accommodation expenses, conference fees, professional literature and other expenses **original tickets, vouchers, and invoices (including taxi receipts)** must be attached to the claim form.
8. An advance payment is possible on request. This has to be approved by the business director of SHT.
9. Payments are made by bank transfer to the bank account number provided by the fellow. The Karen Johnson Freeze fellow is responsible for providing the correct data to SHT (IBAN code, SWIFT or BIC code, address bank, etcetera).
10. In dubious cases the business director of SHT decides in consultation with the chair of the Karen Johnson Freeze Fellowship Fund selection committee.

B. Dissemination

1. Fellows are required to publish a report/article on their research and the (preliminary) research results in the Tensions of Europe Newsletter and/or the SHOT Newsletter within three months after spending the awarded grant.
2. Fellows have the opportunity to publish their report in the Tensions of Europe Working Paper series in consultation with the editors of the Working Paper series.
3. Fellows will inform SHT about publications of articles and/or books by the fellow. This information will be included in the who-is-who section of the Tensions of Europe website.

C. Travel expenses

1. **Public transport:** Expenses for public transport will be reimbursed. Train tickets and train supplements should be tourist class (second class).
2. **Air tickets** should be tourist/economy class. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must be enclosed.
3. **Private car:**
 - a. Unless otherwise agreed in advance, the use of a private car (including road tolls and fuel) will be reimbursed, on the basis of 2nd class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent must be enclosed with the claim for reimbursement.
 - b. For short journeys by car where no public transport is available and therefore no estimate of a 2nd class train fare can be provided, the number of miles/kilometers covered must be indicated. The reimbursement for this short journeys will be 19 Eurocent per kilometer.
 - c. When two or more fellows travel together by car, travel costs will be reimbursed to only one person.
4. **Taxis** should only be taken when convenient public transport is not available.

D. Accommodation expenses

1. The actual expenses for room and breakfast will be reimbursed on submission of hotel bills.
2. Incidental hotel expenses, such as a supplement for an accompanying person, laundry, bar bills, private telephone calls, etc. will not be reimbursed.

E. Meals

1. Lunch and dinner expenses will be reimbursed, only when meals are not already provided by a host organization, or by an airline. Original invoices/receipts are necessary.
2. For lunches the maximum amount for reimbursement is €12.50 a day and for dinners the maximum amount is €25 a day.
3. Meals for accompanying persons will not be reimbursed.

F. Other expenses

1. Fees for relevant conferences will be reimbursed.
2. Research related expenses for phone, fax or internet that are made during a research related journey will be reimbursed.
3. Taxi, visa or monetary expenses that are deemed legitimate by the business director of SHT will be reimbursed.
4. Expenses for making photocopies, scans etc. in archives or libraries will be reimbursed as long as they are related to the project.

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