Foreign Correspondent Fund: Rules and Regulations

Criteria for applications:

- The applicant must be a member of UPF Lund.

- The purpose of the trip should be to produce a publication for UPF Lund in form of text, audio or video.

- In order to be valid, the official application template has to be used.

- The editors in the committee of UPF Lund who are responsible for publishing the produced content have to agree to this before the application is handed in. One editor-in-chief's name has to be attached to the application form.

- The application can be handed in any time during the academic semester via email to magazine@upflund.se, webzine@upflund.se or radio@upflund.se

- Costs of flights cannot be covered.

The application should include the following:

- Name

- Member of committee in UPF Lund

- Total sum applied for

- Which media channel(s) is intended to publish the material.

- Motivational paragraph that clearly states the purpose of the trip and a list of expected expenses to be covered by UPF Lund. Application should include an explanation to why event/interview requires local presence.

Decision and allocation:

The deciding group will come together after an application comes in. The group gives feedback within a week to the applicant about the UPF support. The deciding group consists out of one UPF media alumni and 4 UPF board-members. If possible, of the current board-members one should be part of the presidium, two heads of different media committees, and one other board members. The decision is made anonymous with a normal majority. There is no guarantee that UPF covers all expenses if an applicant gets accepted. However, UPF will let the applicant know what share of the cost could be covered.

Examples for refundable expenses:

- Train/ bus tickets between Lund and the destination
- Inner-city tickets at the destination if directly connected with the research
- Entry fees to conferences/events if necessary for the research
- Accomodation (only for the time necessary to do the research)