

## TERMS AND CONDITIONS

### Studio Europa Maastricht Research Call 2: Academic Events and Outreach Activities (2026)

This document outlines the terms and conditions that apply to Studio Europa Maastricht (SEM) grants for Research Call 2. By submitting your application, you confirm that you have read and agree to these terms and conditions.

If you have any questions about the SEM research calls or these terms and conditions, please contact [research@studioeuropamaastricht.nl](mailto:research@studioeuropamaastricht.nl).

#### 1. SEM research calls

SEM issues annual, open research calls in support of interdisciplinary Europe-focused research and outreach initiatives. They are open to researchers from all faculties of Maastricht University (UM) and aim to:

- Foster interdisciplinary collaboration in support of the UM research agenda on Europe.
- Ensure UM's expertise on Europe informs and engages societal and policy stakeholders.

The research calls align with UM's ambitions as laid out in its current strategic programme and related implementation plans.

#### 2. Grant sum and disbursement of funding

Successful applicants will receive a grant of up to €5,000.

- Once the SEM Academic Board has approved the project and all administrative steps are completed, the grant will be transferred to the departmental budget number provided by the lead applicant.
- Funding will be disbursed as a single payment at the start of the project.
- Funded projects must be completed in the (calendar) year of application or in the year that follows. For example: projects funded in 2026 should be finalised by the end of December 2027.

#### 3. Visibility and acknowledgement

Grant holders must acknowledge SEM's support in all relevant communication and promotional materials before, during and (if applicable) after the event/outreach activity. This includes any subsequent academic output such as articles or reports. Please use the following guidelines:

### Before the event/activity

Please share basic event/activity information (title; short summary of 120–200 words; date; time; location) with SEM **at least two weeks in advance**. SEM may use this information to promote the event/activity through its communication channels.

- **Include SEM branding**

Add the SEM logo to publications, presentation slides, posters and promotional materials. (*Grant holders will receive a logo pack*)

- **Use the standard acknowledgement text (where appropriate)**

“This event / activity is financed by Studio Europa Maastricht, a centre of expertise for academic research, policy and public debate at Maastricht University.”

- **Refer to SEM online channels (where applicable)**

Include our website link or tag our accounts in relevant promotional materials or social media posts publicising the event:

- SEM website: [www.studioeuropamaastricht.nl](http://www.studioeuropamaastricht.nl)
- LinkedIn: [Studio Europa Maastricht](#)
- Bluesky: [@studioeuropa.bsky.social](#)
- Instagram: [@studioeuropamaastricht](#)

### During the event/activity

- **Social media**

Tag SEM in all live social media reporting (posts, stories, etc.).

- **Banners**

Prominently display 1-2 SEM banners at the event venue. Roll-up banners can be collected from the SEM office; grant holders should arrange this with SEM staff in advance.

## 4. Reporting

Grant holders must submit the following within six weeks of completing the event/activity:

- A short report or blog post (200–600 words) about the event.
- High-quality photographs of the event.
- Key event metrics:
  - Number and type of participants (i.e. students, general public, policy experts)
  - Type of audience reached
  - Main output
  - Any follow-up actions
- An overview of all incurred costs. SEM may recover unused funds or reallocate them after consultation.

Alternative reporting formats may be used, depending on the project. Grant holders wishing to do so (for example through a policy brief, video presentation or visual summary) should contact SEM well before the submission deadline.

## 5. Changes to the event or outreach activity

Any alterations to the approved event or activity – especially significant changes in objective(s), target audience, intended outcome(s), cancellations or substantial shifts in format – must be **communicated to SEM immediately**:

- **Minor adjustments** may be approved directly by the SEM team.
- **Major changes** require review and approval by the SEM Academic Board.
- **Failure to communicate major changes** constitutes a breach of these Terms and Conditions.

## 6. Breach of Terms and Conditions

SEM may recover the full grant from the department to which it was disbursed if the Terms and Conditions are not met, including in cases where:

- Significant changes are made to the project without prior approval by the SEM Academic Board; or
- Agreed output or activities are not delivered.

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