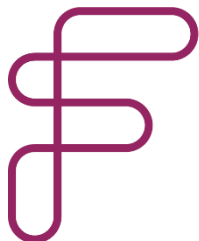


**Handbook for Grantees
of the
Schlumberger Foundation
Faculty for the Future program
April 2026**



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1 Faculty for the Future Grant Program

1.1 General

This document provides information on administration of the Schlumberger Foundation Faculty for the Future grants. It is a practical and clear guide to the behavior expected from Schlumberger Foundation grantees and the legal obligations and regulatory requirements with which they must comply. The terms of each grant – where deviating from this Handbook – will prevail.

1.2. About the Program

The Faculty for the Future program was launched in 2004, and the first grants were awarded in 2005. Fellowships are awarded to talented women from developing and emerging economies to pursue PhD degrees or post-doctoral research in STEM disciplines at top universities around the world. The Faculty for the Future has grown to become a community of more than **1000** women from **95** countries.

The Schlumberger Foundation through its Faculty for the Future program seeks to ensure that more women from developing countries not only enter STEM fields but also emerge as leaders, shaping policies, inspiring the next generation through education, and pioneering innovation. By investing in advanced STEM education and leadership the Schlumberger Foundation drives sustainable high-impact change in communities that need it most. This is a strategic investment in the world's future problem solvers, innovators, and leaders.

2 Transparency & Ethics

2.1 General

Grantees shall at all times:

- Provide at all moments true and accurate information.
- Disclose any other sources of funding and/or additional grants they are receiving.
- Disclose any relation with Schlumberger Employees.
- Provide timely and accurate information about their study program.
- Present accurate budget requirements, based on the real expenses each Grantee has in the Host Country. This information can be filled in online using the CAF (Core Administration File). Access to the CAF is given after notification of a grant award. The same log in details as were used to complete the online application form may be used to access the CAF form: <https://www.fftf.slb.com/> [N.B.: *currently not available online until further notice – Admin Staff will provide instructions closer to the start date of studies*]
- Inform the Schlumberger Foundation Administration team via email of any change in their personal circumstances leading to an interruption of their research program if longer than one month (elisabeth1@slb.com; azepfenfeld@slb.com).

3 Duration of Grant

3.1 Grant duration for PhDs

- The initial duration of the grant is for one academic year. A grant is valid to use up to 12 months following date of the initial award, after which the grant expires. **[NB for new grants awarded in April 2026, the expiry date is 1st April 2027.**
- The renewal of the grant is **not automatic**. It is the **responsibility of each grantee** to apply for renewal of a grant - provided all the conditions for such are met - during the renewal application period from September to November each year.
- The renewal of the grant is subject to the evaluation of certain criteria in line with the objectives of the Faculty for the Future program such as satisfactory academic progress, quality of references and status of home return re-integration plans. The Faculty for the Future program is primarily focused on the development of the home regions of its grantees; therefore, renewal applicants are expected to **demonstrate commitment to reinvesting skills in home country/region**. This applies particularly to applicants who are entering their 3rd or 4th PhD year, or who are applying for financial support for a second year of post-doctoral research. **The decision to renew a grant remains at all times at the discretion of the Schlumberger Foundation.**
- The amount of the grant can vary from year to year and the final amount that is disbursed in any given year remains at the discretion of the Schlumberger Foundation.
- A grantee who has received one or more grants to financially support her PhD may also be eligible to apply for a Post-Doc grant. However, this is conditional upon the grantee having spent a minimum of one year back in her home country following completion of her PhD.

3.2 Grant duration for Post-Docs

- The initial duration of the grant is for one academic year. A grant is valid to use up to 12 months following date of the initial award, after which the grant expires. **[NB for new grants awarded in April 2026, the expiry date is 1st April 2027].**
- The renewal of the grant is **not automatic**. It is the responsibility of each grantee to apply for renewal of a grant - provided all the conditions for such are met - during the renewal application period from September to November each year.
- The renewal of the grant is subject to the evaluation of certain criteria in line with the objectives of the Faculty for the Future program such as satisfactory academic progress, quality of references and status of home return re-integration plans. The Faculty for the Future program is primarily focused on the development of the home regions of its grantees, therefore renewal applicants are expected to **demonstrate commitment to reinvesting skills in home country/region as integral part of their application process**. This applies particularly to grantees who are applying for financial support for a second year of post-doctoral research. **The decision to renew a grant remains at all times at the discretion of the Schlumberger Foundation.**

4 Grant Agreements and MOUs

4.1 Grant Agreement (GA)

- Before any funds are disbursed, the Grantee shall sign a **Grant Agreement (GA)** with the Foundation. The Grantee will be contacted in due course following the announcement of the award by the Administration team to complete and sign this document. It should be noted that this Agreement is between the Grantee and the Foundation only, i.e., the Host University does not need to sign it as well.

4.2 Memo of Understanding (MOU)

- Whenever the Host Institution plays the role of Grant Administrator, a **Memorandum of Understanding (MOU)** shall be signed between the **Host University** and the **Foundation**. In the case where a grantee is studying in the United States, the full grant will be transferred to the host institution, upon signature of an MOU, for administration to the grantee on behalf of the Foundation. Funds cannot be transferred directly to the personal bank account of a grantee studying in the US.

4 Grant Amount

4.1 Amount of grant for PhDs and Post-Docs

- The maximum grant for a PhD is USD \$ 50,000 per year of award or equivalent in local currency as at exchange rate determined by Schlumberger Foundation in their sole reasonable discretion. [The only currencies used by the Foundation are USD dollars; euros or GBP Sterling].
- The maximum grant for a Post-Doc is \$40,000 per year of award or equivalent in local currency as at exchange rate determined by Schlumberger Foundation in their sole reasonable discretion. [The only currencies used by the Foundation are USD dollars; euros or GBP Sterling].
- The amount of the grant can vary from year to year and the final amount that is disbursed in any given year remains at the discretion of the Schlumberger Foundation.
- Grant amounts will be calculated individually with each grantee, taking into consideration other sources of funding the grantee has and the cost of living in each city/host country where grantees are studying. The cost of living for each location is benchmarked by the Schlumberger Foundation.

4.2 Accumulation of awards

- Awardees of the program may accept other grants and fellowships and the amount of the Faculty for the Future grant to be disbursed in this case will be adjusted according to the monetary value of the other source(s) of financial support obtained. The final amount that is disbursed in any given year remains at the discretion of the Schlumberger Foundation.

5 Types of expenses covered by the Grant

5.1 Expenses

- Expenses presented by Grantees shall be based on basic and legitimate expenses of the Grantee's individual expenditures.
- The Faculty for the Future grant can only be used to cover expenses that are related to a PhD or Post-Doc study program abroad. This includes university tuition and bench fees, accommodation costs, living allowance (i.e., stipend) **covering the costs of the grantee only**, visa fees, initial flight (economy class) to host country (if grantee is not already in her host country), professional travel and conferences. An additional childcare grant is available if certain conditions are met (see **section 7** below for details).
- The grant is **not retroactive** and therefore cannot be used to cover expenses related to items prior to obtaining the award.
- The grant cannot be used to pay back loans of any description.
- The grant does not cover costs during maternity leave (see **section 8** below).
- The Faculty for the Future grant does not cover items such as gym memberships, mortgage repayments, car rentals or acquisitions, car repairs, holidays, sightseeing, furniture, household equipment, beauty treatments and excess baggage.
- Faculty for the Future grants are intended to financially support the Grantee only, i.e., all the amounts detailed in the budget must only reflect the expenses of a single person. Where the cost of accommodation rental is shared, the grantee is requested to claim only for her portion of the rent and not the full rental amount.
- In the case where the Grantee returns to her home country for an extended period during her course of study, the grant does not cover living expenses or any other expense while back in her home country. The Grantee should inform the Foundation of her intention to return to her home country for an extended period.

5.2 Tuition Fees

- For Grantees studying outside the United States, all invoices for tuition and bench fees should be sent via email to: elisabeth1@slb.com
- Tuition fees can be high in some host countries (for example in the US, UK and Australia) and often consume up to 50% of the maximum grant allowed under this program. Since the grant amount is capped, it cannot be exceeded in any given year. In this case, the grantee is expected to have other sources of funding to meet any shortfall needed for her living expenses. Note that some universities are able to waive or reduce tuition fees for certain nationalities in certain circumstances. Grantees are requested to explore this possibility with their Host universities.

5.3 Bench Fees

- This usually refers to laboratory/ chemical costs, related to a research project.
- They mainly apply to Post-Doctoral research programs.
- Bench fees will be paid by the Schlumberger Foundation, within a certain limit of the total grant amount per year, for field data collection upon justification from the host supervisor.
- Bench fee invoices should be sent via email to elisabeth1@slb.com

5.4 Stipend

- For Grantees studying outside the United States, stipend will normally be paid in two installments at 6-month intervals.
- The amount of stipend is established according to the cost of living which is benchmarked in the host cities/countries where grantees are studying as well as on recommended amounts by host universities.
- In the case where the Grantee returns to her home country for an extended period during her course of study, the grant does not cover living expenses or any other expense while back in her home country. The Grantee should inform the Foundation of her intention to return to her home country for an extended period.

5.5 Pre-departure funds

- Pre-departure funds can be transferred to the Grantee's Home Country bank account to cover visa application, flight to host country and other settling in expenses. To apply for pre-departure funds please send a copy of your visa or proof of visa application.
- Pre-departure expenses cannot exceed USD **\$3,000**.
- Pre-departure Travel expenses describe:
 - 1st travel from home to Host Country (only for new grantees commencing PhD Year 1 and for a Post-Doc researcher who is not already in the host country).
- Travel expenses will cover only the Grantee's expenses.

5.6 Conferences

- See **section 6** below for guidelines on conference funding.

5.7 Return home travel

- The grant does not cover annual return to home country.
- The Grantee may apply for contribution towards home return flight upon completion of her research program in host country.

5.8 Child Care

- See **section 7** below for guidelines on childcare grant.

6 Conferences – attendance guidelines

6.1 Conference expenses

Conference expenses are counted as part of the maximum capped grant.

6.2 Prior approval

Should you wish to attend a conference, you are requested to:

- **Obtain prior approval** from the Foundation Administration Staff (elisabeth1@slb.com; azeppenfeld@slb.com).
- Submit a budget estimate approximately 3 weeks prior to the event (registration fee, flight/train, hotel, visa, meals, transport). The request will be reviewed and adjusted if necessary.
- Register to the conference and send proof of registration (receipt) to receive the funds prior to the event.

- After the event, you should submit the receipts for flights and hotel to the Foundation Admin team.

6.3. Type of conferences funded

- Funding is mainly provided for participation at international conferences at which the grantee is presenting a scientific paper.
- In all cases, the conference attended should be pertinent to the grantee's field of research and in an international setting.
- The grant does not cover annual meetings in home country for members of various scientific associations.
- The grant does not cover annual return to home country.

7. Childcare grant

- The child/children for whom childcare financial support is being requested must permanently reside in the same household as the grantee **in the host country**;
- The child/children is/are not older than 15 years of age (proof of age may be required).
- A copy of visa entry stamp of child/children should be submitted to Foundation Admin team (elisabeth1@slb.com).
- The grantee should provide proof of reasonable and documented child-care costs. (All day-care expenses must be supported by a formal letter from the day-care center, including the name of the child and an estimate of monthly charges. This letter should be signed and sent in pdf format).
- All receipts of payment of childcare costs should be kept safely by the Grantee as they will be requested by the Admin team during the academic year.
- The Foundation may award up to a maximum of 3,000 USD per annum/per child under 6 years of age, and up to a maximum of 1,500 USD per annum/per child from 6 years of age to 15 years of age.
- A grantee will not be entitled to receive an exceptional child credit for any child who has reached 16 years of age.
- The total childcare grant shall not exceed 10,000 USD per grantee in any grant year.

8 Maternity Leave

- The grantee is expected to inform the Foundation of the duration of her maternity leave.
- It should be noted that the grant does not cover costs during the period of the maternity leave, apart from living costs up to 6 weeks after childbirth. The grant is suspended thereafter and is reactivated once grantee has taken up her research again at the host university or research institute. A letter from the host supervisor should be sent via email to elisabeth1@slb.com and azepfenfeld@slb.com informing the Foundation that grantee has resumed her research following her maternity leave.

9 Sponsorship Letters

- A standard Sponsorship letter can be provided upon request. This is usually required to help grantees with their visa application process.

10 Visa Process

- It should be noted that the Schlumberger Foundation cannot assist with visa applications. This is the sole responsibility of each grantee. However, a Sponsorship Letter can be provided upon request to help grantee with her visa application. Please send a copy of your visa when available to elisabeth1@slb.com

11 Conflict of Interest

- Schlumberger Foundation Grantees, must disclose all conflicts and avoid situations that may create the appearance of a conflict of interest, such as:
 - Personal connections with Schlumberger personnel.
 - Family relation with home or host supervisor.
 - Employment relations with oil and gas companies.

12 Change of Host University and/or Research Project

- Grantees are not authorized to change their research project or the choice of Host University listed on their application without the prior, written approval of the Schlumberger Foundation.
- If any change is needed due to “force majeure” reasons, the Grantee shall ask for formal approval from Schlumberger Foundation.

13 Suspension of Grant

- In case of serious and compelling reasons, such as a medical condition or personal situation that is anticipated to cause an interruption of Grantee’s study or research project for more than 4 weeks, the Grantee shall inform Schlumberger Foundation of such Impediment including the expected duration of the suspension. Please send an email to: elisabeth1@slb.com and azeppenfeld@slb.com

14 Web Forum Trade Compliance

- Faculty for the Future Grantees or Alumnae of the program who participate on WhatsApp or other social media forums are expressly required not to share any technical information that is not otherwise publicly available or that is prohibited from being shared with currently embargoed/sanctioned countries.
- All participants should acknowledge and act in compliance with OFAC rules regarding the posting of information that is shared through this forum. Any violation of the above mentioned is contrary to Schlumberger Foundation’s policy. Schlumberger Foundation will not accept any liability in respect of such exchange of communications, and the participant responsible will be personally liable for any damages or other liability arising.

15 Grant payment

15.1 Banking information

- Personal banking details should **only** be communicated to the Foundation via the **Grant Transfer Form** (GTF) (please log in to www.fftf.slb.com/Menu.aspx to access the GTF) or in an **official bank document** via email to elisabeth1@slb.com and azeppenfeld@slb.com.

15.2 Legal Entities

- The billing address that grantees studying anywhere in the world outside of the United States may use the following:
 - i) The **Schlumberger Stichting Fund** - C/o Schlumberger Limited, Parkstraat 83-89, 2514JG, The Hague, The Netherlands. (Registered - KvK Haaglanden No. 41167008 Tel: + 31 70 310 5400 Fax: +31 70310 5485)
- The address that will be used on the MOU for grantees studying in the US is:
 - ii) **Schlumberger Foundation Inc** - C/o Schlumberger Limited, 5599 San Felipe Street, Houston, Texas 77056, United States of America. (Tel: +1 713 375 3434 Fax: +1 713 375 3529)

16 VAT (Valued Added Tax)

- The Schlumberger Stichting Fund (a legal entity of the Schlumberger Foundation) is a **non-profit organization and therefore is not VAT registered**. The non-profit registered number of the Schlumberger Foundation Stichting Fund is:

KvK Haaglanden No. 41167008

17 Grant Acknowledgement in Publications/Conferences

- If Grantee wishes to acknowledge the financial support in a publication or at a Conference, the following wording is authorized:
“Work by this author was (partially) supported by the Schlumberger Foundation Faculty for the Future program”.

18 Updates

- Please keep us informed in case you change any of the following in the course of your studies: **physical address in your host country, email address, passport** (please send a copy).

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