 Graduate School Science and Technology

Carl von Ossietzky University

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Travel grants for International Congresses,

Summer Schools and Lab visits

**Information on your PhD study programme**

**NEUROSENSORY SCIENCE AND SYSTEMS**, for members of:  JRA Hearing4all  Signals & Cognition  RTG SensoryBio   
 Neurosenses  Hearing  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Environmental Sciences AND BiODiversity**, for members of:  SFB Roseobacter  IBR  EcoMol   
 other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interface Science**, for members of:

RTG SensoryBio  Nano Energy Research  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**RENEWABLE ENERGY**, for members of:  IPID4all  SEE  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mathematics and fundamental Physics**, for members of:  Models of Gravity  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Data**

|  |  |
| --- | --- |
| **Family name**  **First name** |  |
| **Place and date of birth** |  |
| **Status at the university** | member of university staff 🞎 stipendiary🞎 |
| **Post address** |  |
| **Telephone¹** |  |
| **E-Mail** |  |
| **E-Mail address** |  |
| **Telephone / Fax** |  |
| **Supervisor, research group at the University** |  |
| **Matriculation number** |  |

**INFORMATION ABOUT the Conference / summer School / Lab visit**

***Please add the announcement or your participant confirmation!***

|  |  |  |
| --- | --- | --- |
| **Title** |  |  |
| **Place** |  |  |
| **Date** |  |  |
| **Organised by** |  |  |
| **Conference / Summer School /lab visit** |  | international conference🞎 summer school🞎 lab visit 🞎 |

**INFORMATION ON YOUR ATTENDENCE**

|  |  |
| --- | --- |
| **Presentation** | poster 🞎 oral presentation 🞎 other: 🞎 |
| **Title of the presentation** |  |
| **Status** | submitted 🞎 accepted 🞎 |

**Expected Travel costs**

|  |  |
| --- | --- |
| **Conference / Summer School fee** | € |
| **Travelling flight** 🞎 **private car**  🞎  **train** 🞎 **official car** 🞎  **tram**/**bus** 🞎  **others** 🞎 ……………………………. | € |
| **Accommodation (cost per night regularly max. 60 €)  Number of days:** | € |
| **Other costs** ……………………………. ……………………………. ……………………………. | € |
| **Total costs** | € |

**Funding**

*Please fill in all fields! The sum of points will be important for the internal ranking of the travel grants.*

|  |  |  |
| --- | --- | --- |
|  |  | **Points**  (completed by Oltech) |
| **Do you expect another co-financing towards the travel costs …**  **…by your working group?  Expected amount of the funding?**  **…by your PhD programme/ research training group  Expected amount of the funding?**  **…by others (e.g. the institute…)**  **Expected amount of the funding?** | YES / NO  YES / NO  €  YES / NO  €  YES / NO  € | *(co-financing = 1 pt)* |

|  |  |  |
| --- | --- | --- |
| **Did you apply for another travel funding (e.g. organizers of congress/school, subject-specific associations, etc.)?**  **If YES, please give us short additional information.  Where did you apply for the grant?  Do you receive a travel grant   (When is the reply expected?)  Expected amount of the funding?** | YES / NO  YES / NO / Not decided  € | *(further grant = 1 pt)* |
| **Have you already received a previous travel grant  from the Graduate School Oltech?**  **When?**  **Amount of the travel grant?** | YES / NO  € | *(no grant = 1 pt; 1 grant = 0 pt;  2 grants = -1 pt)* |
| **Sum of Points** |  |  |

**Additional Information**

|  |  |
| --- | --- |
| **Did you fill in the travel permit yet?** | YES / NO |
| **Did you already receive an advance on the travel costs?**  **Advance on travel costs:   Finanzstelle:   Kostenstelle:  Fonds:** | YES / NO  € |

**Check list of your documents to attach\***

|  |
| --- |
| □ 1. Announcement of the congress / Summer School or correspondence concerning the lab visit  □ 2. If you are already registered for the congress / Summer School, please attach a copy of the   confirmation.  □ 3. If you have already booked a train/flight, please attach a copy of the confirmation or receipt.  □ 4. If you have already booked accommodation, please attach a copy of the confirmation.  □ 5. If applicable, please attach a copy of the confirmation for other grants. |

**Signature**

|  |
| --- |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **For Graduate School administration** | |  |
| |  | | --- | | Date of receipt | |  | |
| **Travel Grant** | | YES 🞎  NO 🞎 |
| **Amount of the travel grant** | | € |
| **Special requirement for the grant** | |  |
| **Reasons for a refusal** | |  |
| **Signature** | |  |