Graduate School Science,
Medicine 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/MOLECULAR AND NANOSCALE Science**, for members of:

 [ ]  RTG SensoryBio [ ]  Nano Energy Research
[ ]  RTG Chemical Bond Activation [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

[ ]  **MEDICINE AND HEALTH SCIENCES**

**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** |  |
| **Post 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 / NOYES / 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 / NOYES / 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** |  |