Stand:14.09.18

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| Application for grant of travel allowance(Please note the explanatory [leaflet for the application](https://www.uni-rostock.de/fileadmin/uni-rostock/UniHome/Forschung/Graduiertenakademie/Dokumente/Leaflet_Travel_Grants_englisch.pdf)) |
| 1. Details about the applicant:
 |
| Titel: |       | Name: |       | First name: |       |
| Department: |       |
| Faculty/Institute: |       |
| Phone: |       | E-Mail: |       |
| 1. Details about the doctorate/research occupation
 |
| Supervisor/Superior: |       |
| Financing:  | [ ]  | Scientific Staff Member |
|  | [ ]  | Graduate College:       |
|  | [ ]  | Fellowship from:       |
|  | [ ]  | Other financing:       |
| If necessary, further notes: |
|       |
| Please, describe shortly the content and status of your doctorate plan or your research occupation (if necessary, as attachement): |
|       |
| 1. Details about traveling plans:
 |
| Hereby I apply for travel allowance for a: |
| [ ]  | Conference | [ ]  | Summer-/Winter School |
| Title of Event: |       |
| Venue/Facility: |       |
| Link to Homepage: |       |
| Date of the Event: |       |
| Date of the planned arrival and departure: |       |
| Topic/Content of Conference/Summer- or Winter School: |  |
|       |
| Form of active participation: |
| [ ]  | Poster | [ ]  | Presentation |
| Title of contribution: |  |
| Relevance of Conference or Summer/Winter School for your doctorate/research occupation (if necessary, as attachement): |
|       |
| Did you apply at the Deutschen Akademischen Austauschdienst (DAAD)? (Please attach a proof of the application). |
| [ ]  | Yes  | [ ]  | No, reason:       |
| Did you apply for further funding (foundation or similar – see overview travel allowance) for the applied conference or expedition? (Please attach a proof of the application). |  |
| [ ]  | Yes  | [ ]  | No, reason:       |
| Do you receive further financial support for your travel plans?(Please attach a proof for the application, even for university intern grants). |
| [ ]  | No  | [ ]  | Yes, by:       |
| 1. Detailed Plan of costs (in Euro, if necessary as attachement)

\*Please, note the Graduate Academy assumes a participation of the department in individual cases (see [explanatory leaflet](https://www.uni-rostock.de/fileadmin/uni-rostock/UniHome/Forschung/Graduiertenakademie/Dokumente/Leaflet_Travel_Grants_englisch.pdf)). |
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| --- | --- | --- | --- | --- |
| Type of cost | Amount (in EUR) | Proposed means by the Graduate Academy (in EUR) |      (in EUR) |      (in EUR) |
| Participation fee |       |       |       |       |
| Travel costs |       |       |       |       |
| Accomodation costs |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Total costs |       |       |       |       |

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1. Privacy Policy

In accordance with the European General Data Protection Regulation (DSGVO), we inform you that we store and process the data provided by you during the application process for further processing.

The subject of data protection is your personal data, that is, details of your personal and material circumstances, which you communicate with your application to this funding line of the Graduate Academy. Detailed information on how to handle your data can be found in our privacy statement on the Graduate Academy's funding programs.

Data collection and processing requires your consent. By submitting the application by e-mail and / or by post, you confirm that you agree to the collection, storage and use of your data for the stated purpose by the Graduate Academy of the University of Rostock. You have the right to revoke your consent at any time without giving reasons. Please send this cancellation in writing to grada@uni-rostock.de.

1. Statement by the applicant

With my signature, I confirm the accuracy of the information I have provided. If changes to my information occur before the start of the travel project - especially with regard to further financial support from other institutions - I undertake to inform the Graduate Academy immediately. If the PhD / PostDoc project at University of Rostock is canceled, I inform the Graduate Academy immediately. I undertake to comply with the "Guidelines of the University for the Protection of Good Scientific Practice and the Handling of Scientific Misconduct" of the University of Rostock in the currently valid version.

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Place, Date, Signature

1. Checklist of documents to submit:
* Filled in Application form
* Proofs of efforts for financing opportunities from other funding organizations such as DAAD, Foundations, etc. (e.g. Copy of acknowledgement of receipt, assurance, negative reply)
* Proof about active participation (e.g. conference brochure with entry, proof about acceptance of presentation via mailing etc.)
* Participation/Registration confirmation (if available)
* Advocating statement by the supervisor (doctoral candidate) or the associated professorship, research group leader etc. (PostDocs), if applicable with confirmation of the granted allowance by the faculty / institute / professorship, doctoral program or project
1. Submission of application

Please send the filled in electronical form as well as all further attachements as PDF via the [Application portal](https://www.uni-rostock.de/fileadmin/uni-rostock/UniHome/Forschung/Graduiertenakademie/Dokumente/Leaflet_Travel_Grants_englisch.pdf) to the Graduate Academy.