Mobility Programme - Application Form
International PhD Programme in Molecular Medicine Ulm

Please submit this form to the coordination office no later than four weeks prior to the activity.

Last name: ___________________________ First name: ___________________________

Department: ___________________________

Name of 1st supervisor: ___________________________

I apply for the following Mobility Programme
☐ Europe ☐ Overseas

1. Event Information
Type (symposium, internship, workshop etc.):

Duration (start – end):

Venue: ____________________________________________________________

Main objective and outcome (Please describe reasons for your visit, expected results and how your travel will contribute to your research):

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Active participation of yours: ☐ Yes ☐ No
Please specify:

In case of participation in a conference please attach an abstract of poster or an abstract of submitted manuscript and provide evidence that your abstract or paper has been accepted.

2. Statement of 1st supervisor
I support and approve this application for the Mobility Programme ☐ Yes ☐ No
Statement:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________
Date: __________________________ Signature: __________________________

3. Estimated Budget

Please do not indicate costs for meals. This will be automatically covered by a daily allowance.

<table>
<thead>
<tr>
<th>Start of journey on</th>
<th>End of journey on</th>
<th>Travel expenses:</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Accommodation:</td>
<td>€</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total number of hotel nights:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Registration/course fees:</td>
<td>€</td>
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<td></td>
<td></td>
<td>Other expenses (Please specify):</td>
<td>€</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total amount you are applying for:</td>
<td>€</td>
</tr>
</tbody>
</table>

I hereby certify that all statements and representations are true and accurate to the best of my knowledge.

Date: __________________________ Signature of applicant: __________________________

The Coordination office informs all applicants about the outcome of their submission by email. In case of a positive result you are required to submit a written report (approx. 1 page) after your return.

FOR OFFICE USE ONLY

**Decision of the coordination office:**

☐ The coordination office accepts the application.

☐ The coordination office **rejects** the application.

Date: __________________________ Signature: __________________________

**Decision of the Directors’ board:**

☐ The Directors’ Board accepts the application.

☐ The Directors’ Board **rejects** the application.

Date: __________________________ Signature: __________________________
Grant Application Guidelines

Funding comprises travel costs, accommodation, daily allowance, course fees and visa costs. A prerequisite for the approval of funding is an active participation of the PhD student. Only members of the International Graduate School in Molecular Medicine Ulm can apply for the Mobility Programme.

Applications have to be submitted to the Coordination office at least 4 weeks in advance to the journey. After the journey a short report (approx. 1 page) about the event must be submitted to the Coordination office.

1) Travel costs

For the reimbursement of travel costs original travel documents must be provided together with the form Travel Reimbursement Request.

Costs for meals will be reimbursed on the basis of a daily allowance ("Tagegeld"). The amount varies depending on the travel destination and the length of the stay. It will be on top of the regular reimbursement.

For travelling by air or train economy class/2nd class tickets have to be used. Taxi fares shall only be reimbursed where no reasonable public transport is available. An explicit justification is needed.

Please note that the Graduate School will only reimburse actual travel expenses, no matter if an application has been accepted for a higher amount in advance.

2) Advance payment ("Abschlagszahlung")

If you wish to receive advance payment please explicitly indicate this on the form "Dienstreiseantrag" and specify reasons for payment e.g. travel costs, accommodation, registration fees.