Mobility Programme - Application Form
Graduate and Professional Training Center Ulm (ProTrainU)

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

Last name: ____________________________ First name: ____________________________

Department: ____________________________

Name of 1st supervisor, if applicable: ____________________________

I apply for the following Mobility Programme
☐ Germany  ☐ 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.
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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<tr>
<td></td>
<td></td>
<td>Other expenses (Please specify):</td>
<td>€</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total amount you are applying for:</strong></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 ProTrainU 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.

Applications have to be submitted to the ProTrainU 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 ProTrainU office.

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.

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 ProTrainU will only reimburse actual travel expenses, no matter if an application has been accepted for a higher amount in advance.