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 Funding
☐ Europe ☐ Overseas ☐ Online

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

Duration (start – end):

Venue (if online location of organizer):

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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
3. Estimated Budget

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of journey on</td>
<td></td>
</tr>
<tr>
<td>End of journey on</td>
<td></td>
</tr>
<tr>
<td>Travel expenses:</td>
<td>€</td>
</tr>
<tr>
<td>Accommodation:</td>
<td>€</td>
</tr>
<tr>
<td>Total number of hotel nights:</td>
<td></td>
</tr>
<tr>
<td>Registration/course fees:</td>
<td>€</td>
</tr>
<tr>
<td>Other expenses (Please specify):</td>
<td>€</td>
</tr>
<tr>
<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, 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 *Travel Reimbursement Request*.

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.