



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.

Start of journey on	End of journey on
Travel expenses:	€
Accommodation:	€
Total number of hotel nights:	
Registration/course fees:	€
Other expenses (Please specify):	€
Total amount you are applying for:	€

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.