



## Mobility Programme - Application Form

**Please submit this form to the coordination office no later than four weeks prior to the activity. Your Dienstreiseantrag (Uni or Uniklinik depending on your contract) is obligatory!**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Department \_\_\_\_\_ Phone: \_\_\_\_\_

Name of 1<sup>st</sup> supervisor: \_\_\_\_\_ Working Contract with  Uni Ulm  Klinik Ulm

I apply for funding of an event in:  Europe  Overseas  Online  Onsite

### **1. Event Information**

Name of Event: \_\_\_\_\_

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 1<sup>st</sup> supervisor**

I support and approve this application for the Mobility Programme  Yes  No

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Supervisor and Institute: \_\_\_\_\_  
\_\_\_\_\_



### 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):	€
<b>Total amount you are applying for:</b>	<b>€</b>

#### **IMPORTANT: 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. Applications have to be submitted to the Coordination office at least **4 weeks in advance** to the journey.

#### **Travel costs**

For the reimbursement of travel costs original travel documents must be provided together with the form *Travel Reimbursement Form*. see: <https://www.uni-ulm.de/en/einrichtungen/mm/phdprogramme/the-international-phd-programme-in-molecular-medicine/download-study-material/>

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/2<sup>nd</sup> class tickets have to be used. Taxi fares shall only be reimbursed where no reasonable public transport is available. An explicit justification is needed. All reimbursement documents must be submitted via Hauspost with original signatures in duplicate.

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

**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: \_\_\_\_\_