# Application Form – PhaNuSpo Mobility Grant

Boost your PhD experience by visiting another lab abroad

**1) Applicant and event information**

|  |  |
| --- | --- |
| Name of applicant |  |
| Doctoral/PhD candidate in |  |
| Student ID number |  |
| E-Mail @univie.ac.at |  |
| I am employed with the University of Vienna  (If No, please complete table 3 below) | Yes  No |
| Name of the host laboratory/institute |  |
| Name and e-mail of contact person  at the host lab/institute |  |
| City and country of the host lab/institute |  |
| Planned period of stay | From DD MM YYYY – DD MM YYYY |

**2) Information about the doctoral study progress**

|  |  |
| --- | --- |
| Title of the dissertation |  |
| Supervisor(s) (PhaNuSpo members only) |  |
| Start of PhD studies on |  |
| Dissertation agreement approved on |  |
| Dates of approved annual reports |  |
| Planned thesis submission date | MM YYYY |

**3) If you are NOT employed with the University of Vienna, please complete this table**

|  |  |
| --- | --- |
| **Bank information** |  |
| Name of account holder |  |
| Name of bank |  |
| IBAN |  |
| SWIFT/BIC |  |
| **Address** |  |
| Street and house number |  |
| City code, city, country |  |

# Statement of the applicant

Explain why you cannot use other funds (e.g. project or department budget) or declare that other   
funding (e.g. Erasmus+, short-term grants abroad (KWA), Marietta Blau funds) has not been granted or does not cover the full amount of expenses, and that any additional costs beyond the maximum granted amount can be covered. (no more than 500 characters incl. spaces)

# Application proposal: statement of reasons and motivation by the applicant

Elaborate on the following three questions on no more than three pages:

1. **Synopsis of your PhD project,** the progress made, the remaining research required to complete the dissertation, including a rough timeframe.
2. **Information about the hosting lab:** demonstrate the quality of the host lab and PI, the added value and/or the specific technology and techniques offered by the host laboratory.
3. **Explain how you will benefit from your laboratory visit,** how it adds value to your PhD project, how it contributes to your career plans, etc.

# Expenses and financing plan (in EURO)

|  |  |
| --- | --- |
| **1) Expenses** |  |
| Travel costs (bus/train/flight)1 | € |
| Accommodation for XXX nights or XX weeks (low budget)2 | € |
| Lab consumables or bench-fees (only in justified cases) | € |
| Other costs, such as for local public transport or visa | € |
| **Total expenses** | **€** |
|  |  |
| **2) Other compensation and/or funding** Specify the details (e.g. funding programme and body, applied, rejected or granted) in the rows below | **€** |
| **Total funding** | **€** |
| **3) FUNDING GAP**3(= total 1 minus total 2) | **€** |

1 Most cost-effective means of transport, economy (flight), second-class tickets (train).

2 Please note that the University of Vienna only accepts Airbnb invoices issued by landlords. No reimbursement of daily allowances.

3 The **funding gap** is the basis for the calculation of the PhaNuSpo Mobility Grant: A maximum of 75 % of   
effective non-funded expenses capped at a maximum amount of € 3,000. PhDs candidates may receive funding once during their active PhD studies.

# Tick the documents attached to this application

**Mandatory**

**Letter of invitation** from the host laboratory and, if the applicant requests reimbursement of costs for laboratory consumables or bench fees, a justification for these costs.

**Letter(s) of approval and support from the applicant’s supervisor(s)**, including a statement on the necessity of the planned host lab stay, confirmation that all efforts have been made to obtain funding from other sources and that no other travel funds are available.

If you are employed by the University of Vienna: Copy of the approved [PA/F7-Application for Leave of Absence](https://wiki.univie.ac.at/pages/viewpage.action?pageId=168541053) (LOA) form for the duration of the conference.

**Optional – if available**

Copies of travel, accommodation or other invoices/bookings. Applicants have to provide these at the latest upon their return (see point 4 of agreement below).

# Agreement and signatures

1. By signing this application, the applicant and supervisor confirm that all efforts have been made to obtain funding **from other sources, that no other funds are available** and that any additional costs above the potential maximum grant amount can be covered.
2. **The applicant agrees to comply with the** [**Affiliation Policy**](https://vds-phanuspo.univie.ac.at/phd-programme/affiliation-policy/)of the University of Vienna and **to use the corporate design templates for doctoral schools** (A0 poster and PowerPoint presentation) as provided on the [PhaNuSpo u:wiki intranet](https://wiki.univie.ac.at/x/yZieD.).
3. The applicant and the supervisors confirm that salary or expenses for insurances, rebooking and cancellations are not funded by the PhaNuSpo Mobility Grant and that the [**travel regulations of the University of Vienna**](https://wiki.univie.ac.at/display/DReisen) apply (e.g. approved PA/F7 Freistellung/Leave of Absence).
4. **The applicant agrees to provide the following information by e-mail to**[**vds.phanuspo@univie.ac.at**](mailto:vds.phanuspo@univie.ac.at) **upon return from the funded event:**

* A short report on lessons learnt, experiences, etc., preferably with an informative photo for   
  publication on the PhaNuSpo website “*Our PhDs on the Road”*.
* Confirmation of attendance ([host lab template](https://wiki.univie.ac.at/x/IAW5D))
* Copies of the original invoices including proof of payment.
* The PhaNuSpo office checks the submitted documents for completeness and correctness. Upon successful verification, the applicant will be informed about the amount of the reimbursement (based on the rule of reimbursement of 75 % of the proven expenses, this may be less than the maximum amount granted) and about the next steps to take.

|  |  |
| --- | --- |
| Date | Applicant |
| Date | Applicant’s supervisor(s) |

|  |
| --- |
| Upload this completed and signed application form including the relevant attachments specified above in a single PDF file to <https://vds-phanuspo.univie.ac.at/benefits/phanuspo-grants/phanuspo-travel-mobility-grant/application/>. |

|  |  |
| --- | --- |
|  | The PhaNuSpo evaluation team has decided |
| To approve a **maximum** amount of € |
| To reject the application |
| **Statement** |
| Date | Name and signature |