# Application Form – PhaNuSpo Travel Grant

Active participation in conferences, symposia,
workshops or summer/winter schools

**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 [ ]   |
| Specify the type of event |  |
| City and country of event |       |
| 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 |       |
| Doctoral thesis agreement approved on |       |
| Dates of approved annual reports |       |
| Planned date of submission of the doctoral thesis | 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 reasons and motivation by the PhD candidate

Statement of reasons and motivation for your participation in the event stating the benefits and added value for your doctoral research project and a statement that any costs beyond the PhaNuSpo grant can be covered.

(No more than 1.500 caracters incl. spaces)

# Statement by the supervisor (PhaNuSpo member)

What added value can your supervised doctoral candidate expect from participation in the specified event? Please explain briefly why no other funding (e.g. project or global budget) is available.

(No more than 1.500 caracters incl. spaces)

# Expenses and financing plan (in EURO)

|  |  |
| --- | --- |
| **1) Expenses** |  |
| Travel costs (bus/train/flight)1  |       € |
| Accommodation for     nights (low budget)2 |        €  |
| Conference fee, workshop or summer/winter school fee3 |        €  |
| Other costs, such as for local public transport or visa  |        €  |
| **Total expenses** | **€** |
|  |  |
| **2) Other compensation and/or funding** |        € |
| I receive compensation for my presentation: Yes [ ]  No [ ]   |        € |
| I will (most likely) receive other travel subsidy (details in the rows below) |        €  |
|       |        € |
|       |       € |
| **Total other compensations and/or funding** | **€** |
| **3) FUNDING GAP**4(= total 1 minus total 2) | **€** |

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

2 Student rate only.

3 No reimbursement of daily allowances.

4 The **funding gap** is the basis for the calculation of the PhaNuSpo Travel Grant: A maximum of 75 % of effective

 non-funded expenses capped at a maximum amount of € 500 for Austria, € 700 for EU/EEA/CH countries, and
€ 1,000 for outside Europe. Applicants may receive one travel grant per year during their active PhD studies.

# Tick the documents attached to this application

**Mandatory**

[ ]  **Proof of payment** of the conference or summer/winter school **fee** (you may submit this proof
at a later point only in justified cases).

[ ]  **Proof of acceptance of poster or oral presentation**, but at least of submission (you may submit
the acceptance letter at a later point only in justified cases)

[ ]  **Abstract** of the presentation (as submitted to conference organiser)

[ ]  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. You have to provide these at the
latest upon your 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 travel funding **from other sources, that no other travel 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 expenditures 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** **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 (successful) attendance.
* 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       | PhD 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/your-benefits/phanuspo-grants/travel-mobility-grants/> |

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