**Travel Grant Application**

An IRTG travel grant can be awarded to graduate students for covering costs of the visit of a scientific conference, the participation in a workshop or a lab rotation/internship, e.g. in a laboratory of a cooperation partner. Please contact the IRTG office if you are not sure about funding possibilities of your planned activity. Only active members of the IRTG holding an Education and Supervision plan (ESP plan) are qualified to apply for a travel grant. In addition, only active participation which includes e.g. presentation of the own work can be funded by a Travel Grant of the IRTG. Please forward the completed application at least 2 weeks prior to the planned activity to the IRTG office.

**Topic/Title of the application**

Click here to insert text

**Applicant**

**Name:** Click here to insert text

**Date of birth:** Please choose a date

**Academic degree(s):** Click here to insert text

**Institute:** Click here to insert text

**Lab/Division:** Click here to insert text

**Email:** Click here to insert text

**Phone:** Click here to insert text

**Do you hold an ESP plan?** Please choose an option

**Previous study**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Exam/Degree** | **University** | **Grade** | **Year** |
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**PhD/Research Project**

|  |  |
| --- | --- |
| **Project Title:** | Click here to insert text |
| **Supervisor:** | Click here to insert text |
| **Starting date:** | Please choose a date |

**Short description of the project (incl. aims of the project, in total max. ½ page):**

Click here to insert text

**Publications:**

*List all publications that you contributed to in a bibliographic format.*

Click here to insert text

**Planned activity**

*Description of the planned conference/lab visit/internship/workshop:*

|  |  |
| --- | --- |
| **Conference/workshop title/name of host laboratory:** | Click here to insert text |
| **City:** | Click here to insert text |
| **Country:** | Click here to insert text |
| **Duration:** | from Please choose a datetoPlease choose a date |
| **Website (if available):** | Click here to insert text |

**Active participation in form of:**  Poster  Workshop participation

*Multiple choice possible.*  Talk  Workshop/Session organization

Lab work

**Abstract of the poster/talk (incl. title and authors):**

Click here to insert text

**Description of the workshop (in case of a workshop participation/organization, max. ½ page):**

*Please also point out what makes this activity important for you/your work and your personal development.*

Click here to insert text

**Description of the planned lab work (in case of a lab rotation/internship, max.** **½ page):**

*Please also point out why this lab visit is necessary and important for your PhD project and your personal development.*

Click here to insert text

**Requested funds**

Has financial support already been requested for this activity at an earlier time?

Yes No

If your answer is ‘yes’: **Funding organization:** Click here to insert text

**Date of submission:** Please choose a date

**Requested amount/Granted amount:**

Click here to insert text /Click here to insert text

**Listing of requested funds:**

*List below all individual costs of the planned activity (in Euro) and comment on the means of transport (if your itinerary is below 1000 km/12 hours of traveling).*

Click here to insert text

**Total amount of requested funds (in Euro):** Click here to insert text

**Signatures**

**Applicant:**

(Date, Location, Signature)

**Supervisor:**

(Date, Location, Signature)