**Grant Application**

**Travel Grants for conferences and research stays abroad**

**in the framework of the DAAD program ”IPaK”**

The program “IPaK - Promoting International Doctorates at the University of Cologne” offers all doctoral candidates at the Medical Faculty travel grants for research stays and active participation in conferences abroad. The maximum funding period for research stays is three months, for conferences five days. The actual duration of the research stay or conference may exceed the funding period. The research stay or conference has to take place between 1 January and 30 June 2019. The amount of funding depends on actual expenditures and is calculated on the basis of the current travel expenses framework defined by the German Academic Exchange Service (DAAD).

**1. Personal Data**

Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.1. Address (Germany)**

c/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street & Nr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post/Zip code \_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.2. Bank Details**

IBAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Dissertation**

Working title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting date of the dissertation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which doctoral title are you planning to pursue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you taking part in a structured doctoral program?

No   
Yes (program name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you finance your doctorate?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e.g. scholarship, research assistantship, private resources, other

**3. Details on the proposed stay abroad:**

**Conference participation** (funding for max. 5 days)

Country & city of destination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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or

**Research stay** (funding for max. 3 months)

Country of destination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cities and/or locations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested duration of stay**

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you received an IPaK travel grant for a conference or research stay abroad on previous occasions?

No

Yes, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note:** If you have to cancel a granted conference or research stay (due to illness, force majeure, and the like), the Albertus Magnus Nachwuchszentrum is entitled to reclaim the full travel expenses and cannot assume any cancelation costs. We recommend that you buy travel cancelation insurance.

I hereby confirm that I am not receiving any other funding for the proposed conference or research stay.

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

**Attachments**

Please apply for the funding of your proposed conference or research stay **until 01 January 2019**. Only complete applications can be processed.

**Please include with the application form:**

**a current exposé of your dissertation project** (max. 1 page)

**detailed information about your motivation to take part in the proposed conference or research stay**, including the anticipated benefits for your project and/or your professional network (max. 1 page). For conferences, please include **an abstract** of your contribution.

for research stays, please include a **letter of reference** from your advisor or an invitation letter from the designated research institution. For conferences, please include a **confirmation of the acceptance of your contribution**.

a **time schedule** of the research stay or a **conference programme**

1. a **detailed calculation** of the expected travel expenses in € (please calculate the actual expected travel expenses and in addition on the basis of the current travel expenses framework defined by the German Academic Exchange Service (DAAD), see attachment)

your curriculum vitae/résumé

**proof of enrolment** at the University of Cologne

1. for medical dissertations: **Copy of the medical graduation certificate**
2. for medical dissertations: **the attached form “Promotionsbestätigung Medizinische Fakultät”**

Please be reminded that you need a travel authorisation when you are employed at the University.

**Please note:** If funding is granted, you are required to submit the following documents **at the latest two weeks after your return** without further request from the grant provider:

1) a conference report (2-3 pages) outlining the benefits of participating in the conference for your dissertation project and your professional networking

2) a statement of your travel expenses together with all receipts in the original (for flights: tickets / boarding passes).

3) a confirmation of participation of the conference

Please submit your completed application as one pdf to [daniela.mutschler@uk-koeln.de](mailto:daniela.mutschler@uk-koeln.de) latest until **31.01.2019**.