

yDiv Three-month-stay Abroad

Application Form for Partial Funding

This form is used for applying funds to cover partial costs of the three-month stay abroad for external doctoral researchers. Up to half of the total costs can be covered by yDiv, up until the total sum of EUR 1,500 (i.e. half of total cost of EUR 3,000). yDiv will fund only costs for transport (i.e. flight and train tickets to country, according to cheapest option) and basic accommodation. Please note that it is your responsibility to find out and comply with the requirements of your institution regarding e.g. insurances, “Entsendung”, daily allowances etc. Please also note that yDiv can offer no administrative support for your travel arrangements.

This form is an internal agreement only and does not replace the official travel request form (Dienstreiseantrag)!

1) Name of yDiv doctoral researcher	
2) Dates of stay abroad (if not confirmed, estimated dates and duration)	
3) Receiving institution and contact details <i>Insert here the contact details of your co-supervisor/collaborator whose laboratory you are visiting</i>	
4) Brief description (maximum half page) of the main purpose of the stay and expected benefit to the project <i>Describe briefly what type of work you are going to undertake during your period abroad, what concrete results (e.g. joint publications, experiments, new contacts, teaching of courses) are expected of the collaboration, and how this is going to benefit your project.</i> <i>(Please note that conference visits and field work as such are not counted as part of the three-month stay and cannot be financially supported by this fund.)</i>	
5) Draft budget of costs of stay and the calculation of costs to be paid by yDiv (half of total costs) <i>Include here your estimated costs to and from the receiving institution (e.g. flights, train / bus etc., cheapest option), and accommodation.</i>	
6) Please explain how the remaining costs are covered and why you require funding from yDiv (i.e. why the costs cannot be covered by your project) <i>E.g. project budget, other funding sources</i>	
7) Signed by doctoral researcher/date	
8) Signed by PI / date	
9) Approved by yDiv coordination / date	