



Application for a travel grant

1 - Details on applicant

|  |  |
| --- | --- |
| Name:      Private address:      E-Mail-address:      Telephone no.:       | Faculty at which doctoral studies/the scientific research are to be carried out:      Institute/Chair of principal supervisor/mentor:      Matriculation no.:      |

2 - Details on academic career of applicant

|  |
| --- |
| Degree* Subject:
* University:
* Grade:

Awards:      Previous scholarships:      Have you already applied to the Graduate Academy for funding?* Yes [ ]  No [ ]
* If “yes”: when?
* If “yes”: for what kind of funding did you apply?
* If “yes”: was your application successful? What was the amount of funding?
 |

3 - Details on doctoral project

|  |
| --- |
| Working title of the doctoral project/postdoc project/“Habilitation”:      Discipline:      Envisaged doctoral title (only applies for PhD candidates):      Date of acceptance as a PhD candidate at the faculty (only applies for PhD candidates):      Principal supervisor at Leibniz Universität (does not apply for applicants as of postdoc level):       |

4 - Details on conference or research trip

|  |
| --- |
| Title of conference:      Date of conference:      Venue of conference:      *Or:*Aim of research trip[[1]](#footnote-1) (does not apply for candidates as of postdoc level):     Dates of research trip:      Is the research stay combined with a vacation of more than 5 working days?* Yes [ ]  No [ ]

How high is the sum for which you are applying?      What is the aim of the research trip?                 |

5 - Information on further funding for this research trip

|  |
| --- |
| Will you receive further financial support for your conference or research trip? (Scholarships, assumption of costs as a business trip, etc.)* Yes [ ]  No [ ]
* If “yes”: from which institution and in what amount?

Have you applied for further funding (scholarships, reimbursement of costs as a business trip, etc.) for the conference or research trip you have applied for? * Yes [ ]  No [ ]
* If “yes”: from which institution? When is a decision to be expected?
 |

6 - Declaration of data protection

According to the European General Data Protection Regulation (GDPR), we would like to inform you that we are storing and processing the data, you disclose in your application in order to conduct the application procedures.

Object of data protection regulations are your personal data, i.e. all information considering your personal circumstances you are disclosing in your application for a funding line of the Graduate Academy. You can find detailed information on our data protection regulations under:

<https://www.graduiertenakademie.uni-hannover.de/de/foerderung/unsere-foerdermassnahmen/>

Data processing and storage demands your consent. By sending of the application documents via post or e-mail, you agree with the collection, storage and the usage of your personal data for carrying out the selection process.

You may revoke your consent at any time without stating reasons. Please inform the Graduate Academy in writing about revoking your consent using the email address: graduiertenakademie@zuv.uni-hannover.de.

7 - Declaration of the applicant

With my signature, I confirm that the details I have given are correct. Should changes to these details arise prior to the conference or research trip - in particular with regard to further financial support by other institutions – I undertake to inform the Graduate Academy of such changes immediately. Should my doctoral studies at Leibniz Universität be discontinued, I will inform the Graduate Academy immediately. I undertake to comply with the “Guideline to ensure good academic practice” and the “Guideline on procedure in the case of academic malpractice” of Leibniz Universität in the currently valid versions.

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

Place, date, signature

8 - Checklist of documents to be submitted

* Completed application form
* University degree certificate
* CV and academic career
* Confirmation of acceptance as a PhD candidate by the faculty
* Confirmation of matriculation
* Financial plan
* Letter of recommendation from the principal supervisor
(to be handed in separately by the latter)
* Letter of invitation or proof of active participation in the conference
* In the case of passive participation in the conference: reason(s) for the necessity of taking part in the conference for doctoral studies (max. one page) plus conference programme
* In the case of short research trips: reason(s) for the necessity for the short trip plus a work schedule for the duration of the same (max. one page)

**Note**

The Graduate Academy is obliged according to §1, Abs1 Mitteilungsverordnung (MV) to inform the recipient’s Tax Office of the amount and the purpose of the funding. The Graduate Academy reserves the right to look at the original receipts for travel costs and living expenses.

9 - Submission of application

Please send the completed electronic form and all further documents as a PDF file to: graduiertenakademie@zuv.uni-hannover.de.

Please also send the signed form in the original and all further documents to the following address:

Graduiertenakademie

Leibniz Universität Hannover

Stichwort: Reisekostenpauschale

Welfengarten 1

30167 Hannover

1. 1 The conference or research trip must begin within six months after the end of the last application round. It is not possible to backdate funding for a trip already carried out during the last application round. [↑](#footnote-ref-1)