

EURAXESS Connect: Application Form, Part A

An application consists of part A and part B. For part B, submit only the section that is relevant to the respective programme line.

Applicant information:

First name, surname, title

Institution

Position within the institution

Postal address

Telephone, fax, email

I hereby confirm that I am registered with the National Coordination Point of EURAXESS Germany at the Alexander von Humboldt Foundation.

I am applying for a grant in

- programme line 1
 programme line 2

I hereby confirm

- that the stay is not being funded by a third party concurrently
- that my institution is making its own contribution toward the requested stay
- that I have not submitted an identical request to EURAXESS Connect before
- that I have not submitted any request to EURAXESS Connect within the past 12 months

The person responsible for the concrete implementation of the application at our institution and thus the contact person for Alexander von Humboldt Foundation is (if different from applicant)

Surname, first name, title, position, contact information

Place/date

Applicant's signature

EURAXESS Connect: Application Form, Part B, Programme Line 1

I hereby request a grant for visiting a member of the EURAXESS Services Network in another European country in order to share “best practice” in the context of a work meeting.

The amount requested is 1,000 EUR.

The amount requested is EUR (any amount smaller than EUR 1,000).

The following documents are attached to this application:

- Explanation why the EURAXESS member was chosen, objective of the visit, experiences that are expected to be gained from the visit (minimum of 1 page, in English)
- Proposed agenda of the meeting (place, date, agenda items, contact persons)
- Letter of invitation from the host confirming that he/she will be available for the meeting.

I hereby agree to submit a report focusing on the “best practice” aspects within one month of the meeting. This report will be written in English and be made available to the National Coordination Point of EURAXESS Germany at the Humboldt Foundation, which may publish it in its Internet portals. In addition, I am willing to address a EURAXESS Germany workshop and report on my experiences.

The grant will be used for the implementation of the stay within 12 months after its approval. Upon completion I will submit documentation of the use of funds in addition to the final report.

Please transfer the requested sum to the following recipient:

Name of university/research institution

Name of the bank

Bank sort code

Account number

Intended use if applicable

Place/date

Applicant’s signature

To be completed by the Humboldt Foundation:

The application has been granted as requested.

The application has been rejected.

The application has been granted with the following modifications:

Place/date

Programme desk officer’s signature

Place/date

Programme manager’s signature

EURAXESS Connect: Application Form, Part B, Programme Line 2

I hereby request a grant for inviting a member of the EURAXESS Services Network from another European country to visit my institution in order to share “best practice”.

The amount requested is 1,000 EUR.

The amount requested is EUR (any amount smaller than EUR 1,000).

The following documents are attached to this application:

- Explanation why this particular EURAXESS member was chosen, objective of the visit, experiences that are expected to be gained from the visit (minimum of 1 page, in English)
- Proposed agenda of the meeting (place, date, agenda items, contact persons)
- Letter from the guest confirming that he/she will be available for the meeting.

I hereby agree to submit a report focusing on the “best practice” aspects within one month of the meeting. This report will be written in English and be made available to the National Coordination Point of EURAXESS Germany at the Humboldt Foundation, which may publish it in its Internet portals. In addition, I am willing to address a EURAXESS Germany workshop and report on my experiences.

The grant will be used for the implementation of the stay within 12 months after its approval. Upon completion I will submit documentation of the use of funds in addition to the final report.

Please transfer the requested sum to the following recipient:

Name of university/research institution

Name of the bank

Bank sort code

Account number

Intended use if applicable

Place/date

Applicant’s signature

To be completed by the Humboldt Foundation:

The application has been granted as requested.

The application has been rejected.

The application has been granted with the following modifications:

Place/date

Programme desk officer’s signature

Place/date

Programme manager’s signature

EURAXESS Connect: Documentation of the Use of Funds
(to be submitted in month 13 after the grant was issued)

Institution: _____

Programme line: _____

Documentation of the use of funds must be submitted for each programme line. In a separate document, please report on the implementation of the activities mentioned in your application within the documentation period, as well as the experiences you have gained from them. Please send the report to the Alexander von Humboldt Foundation, Department 1.3, Jean-Paul-Str. 12, D-53173 Bonn.

Documentation period: _____

Responsible for the project: _____

Award letter issued by the Humboldt Foundation on: _____

Sponsorship amount: € _____

Unused funds (if applicable): € _____

Any unused funds must be transferred to the following Alexander von Humboldt Foundation account within one month after the end of the stay: Dresdner Bank Bad Godesberg, bank sort code 370 800 40, account number 266 397 100, reference: EURAXESS Connect - refund.

It is herewith confirmed that the expenses were necessary and made in accordance with their stated purpose. Funds were used economically and efficiently. The facts and figures concur with the books and receipts. The expense receipts will be kept on file at the institution until the end of the fifth year following the submission of the documentation of the use of funds.

It is herewith confirmed that all facts and figures are correct.

(Place/date)

(Signature of project manager)