

Travel Grant Application Form

*The application must be submitted in digital form. Please send your completed application (this form plus all of the required documents) to the Graduate Studies team. Please use the following e-mail address: **travelgrants@gcsc.uni-giessen.de**.*

*Please note that **all of the required documents listed** must be provided for the application to be complete. Incomplete applications cannot be considered for a travel grant.*

*Larger research trips **must** be conducted during the **semester breaks**. Exceptions to this rule have to be exceptionally well-argued (in the statement of relevance).*

*You are required to find **the most economical options** for your research trip. We explicitly encourage **third-party funding** for conference trips as well as research trips.*

Personal Details

Name

Telephone Number

Address

Email

Level PhD Postdoc

Purpose I will present a paper I will present a poster I will conduct research

Are you travelling with children? yes no

Conference Details / Research Institution

Organisation / Research Institution

Location

Dates of Conference / Research Trip

From

To

If applicable: Third Party Funding Applied for

Required Documents

Also, please make sure to check the column "Additional Documents (if applicable)."

For Papers and Posters

Statement of Relevance / Reason for Journey

In this statement (approx. 1 page), we want to learn why the trip is valuable for your overall dissertation project at this stage. This is also where you comment on special circumstances regarding your application if they arise.

Abstract of Paper / Poster

Letter of Invitation / Acceptance

Conference Description (descriptive outline, program...)

..... Documents substantiating ALL of the expenses you have listed in the detailed description of expenses
(Please fill in number of documents!)

For Research Trips

Statement of Relevance / Reason for Journey

In this statement (approx. 1 page), we want to know why the trip is valuable for your overall dissertation project at this stage. This is also where you can comment on special circumstances regarding your application if they arise.

Statement of First Supervisor commenting on the relevance for your doctoral project, the necessary time span, and the economic viability of your research stay (*for research trips exceeding 30 days*)

..... Documents substantiating ALL of the expenses you have listed in the detailed description of expenses
(Please fill in number of documents!)

If your destination is a country other than Germany and your trip exceeds 30 days:

Do you apply for a lump sum to cover your expenses?

(Please ask the Graduate Studies team about the lump sums granted for your specific destination!)

yes no

If your budgeted expenses exceed 500, 00 EUR:

Do you require an advance partial payment of your travel expenses (80% of the approved sum)?

yes no

Additional Documents (if applicable)

Completed “Dienstreiseanzeige” form (if you have a job at the JLU, both as wissenschaftliche Mitarbeiter_in and wissenschaftliche Hilfskraft)

Documentation detailing the cost of child care during your trip

..... PDF/screenshot(s) of the online currency converter used to transfer your itemized budget to Euro
(Please fill in number of attached PDFs/screenshots!)

Detailed Description of Expenses

If one or more budgeted items are in a currency other than the Euro, please use the online currency converter OANDA to calculate and document the conversion. If you travel for longer than 30 days, please consult the lump sums generated by the team Graduate Studies.

Item	Cost in other Currency than Euro	Cost in Euro
------	-------------------------------------	--------------