





If yes, please explain the extent of your work in relation to the other contributions and what it consists of. Please use a separate sheet for your explanations (max. one page)

Do you have an official function at the conference (e.g. host, organizer)?

no

yes, the following

**b. Passive conference participation**

Title of conference

Date

Homepage

Country

City

Subject or (preliminary) title of your dissertation/habilitation

**c. Participation in Autumn/Winter/Spring/Summer School**

Title of Summer School

(also: Autumn, Winter, Spring School)

If applicable, title of workshops

Date/duration

(at least three days)

Homepage

Country

City

Subject or (preliminary) title of your dissertation/habilitation

Have you already been accepted?

yes

no

**d. (Inter-)national research stay**

Thematic focus of the research stay

Subject or (preliminary) title of your dissertation/habilitation

The research stay takes place at the following facility

(Institute, research center, university)

Country

City

Duration

(at least one week, max. of six months)



### 3. Cost calculation

Please note the following:

**Section 3a** always has to be filled out completely. **Section 3b** has to be filled out if your stay exceeds the duration of the requested measure.

a. Please indicate your **travel dates** and **costs** which will be probably **directly incurred by the requested measure**. If applicable, including arrival one day before and departure one day after the measure.

<u>Item</u>	<u>Description</u> (Train: LG-Munich-LG; Flight: HH-NY-HH)	<u>Date/duration</u>	<u>Costs in EURO</u>
-------------	------------------------------------------------------------	----------------------	----------------------

Long Distance Bus/ Train (2<sup>nd</sup> class)

Flight (Economy)

Hotel expenses (without breakfast)

Participation fees

#### Total costs

#### Grants to be deducted

(as stated under point 4)

#### Balance

b. Please indicate the **travel dates** and **costs** of the **duration of your actual stay**, if it starts before or ends after the duration stated in point 3a.

<u>Item</u>	<u>Description</u> (Train: LG-München-LG; Flight: HH-NY-HH)	<u>Duration</u>	<u>Costs in EURO</u>
-------------	-------------------------------------------------------------	-----------------	----------------------

Long Distance Bus/Train (2<sup>nd</sup> class)

Flight (Economy)

#### Balance

### 4. Contributions/ grants from external funds or by third parties

a. from external funds (e.g. from DAAD)

I do not receive any additional grants (e.g. from DAAD)

I receive additional grants in the amount of            EURO.

Founding source:

I applied for grants at

and have not yet received any response. I will **submit evidence** of the decision **on my own account**

**b. from university funds**

Please note: Financial co-support, if appropriate, e.g. from department, institute or professorship is only permitted under the condition that you are officially employed at the department, institute or the professorship in question.

I do not receive any additional grants from funds of a department, institute or professorship.

At the time of the measure I am officially employed at the department, institute or professorship in question as

and receive a fund of \_\_\_\_\_ Euro.

Providers of fund (department, institute, professorship):

**5. Affirmation, proofs, and documents**

- I hereby attest that I did not apply for the same project at Leuphana University or an alternative institution, unless indicated otherwise.
- I hereby attest that the calculated costs are the lowest price variant.
- I hereby attest that I have read and taken note of the 'Eligibility requirements of the "Fund for young researchers" (NWF)'.

**The following required proofs and documents are attached and numbered in a sorted manner:**

**Proof for all measures:**

Proof of status \_\_\_\_\_ will be handed in later (probably) on:

Where applicable, proof of financial assistance

Proofs and documents of all requested costs

**Additional proofs for active participation at a conference:**

Proof of active participation \_\_\_\_\_ will be handed in later (probably) on:

In case of involvement of several scientists proof of individual scientific contribution

**Additional proofs for passive participation at a conference:**

Registration confirmation \_\_\_\_\_ will be handed in later (probably) on:

**Additional proofs for participation in Summer School:**

Certificate of acceptance \_\_\_\_\_ will be handed in later (probably) on:

**Additional proofs for (inter-)national research stay:**

Invitation including period of stay \_\_\_\_\_ will be handed in later (probably) on:

Where applicable, further remarks about the research stay (max. one page)

Statement of the supervisor for the reason of the stay (max. two pages)

Further remarks (if necessary, on separate sheet):

City

Date

\_\_\_\_\_  
Applicant's signature