



Leuphana Universität Lüneburg
Graduate School
Frau Susanne Wenzel
Scharnhorststraße 1
21335 Lüneburg

Notes:

1. **Incomplete application forms will not be processed.**
2. Applications **submitted after the beginning** of a measure are **not eligible** for grants.
3. **Before starting** on your application, please check **whether your proposed project is eligible for grants.**
4. **Per application period only one application will be accepted.**
5. **There is no entitlement of funding.**

Grant application for the organization of a conference at Leuphana University Lüneburg

Please note:

- a. Conferences, which are already funded by Leuphana Research Service, are not eligible.
The applicant is the person primarily responsible for the organization of the conference.
- b. For the financial processing of the organization of a conference the applicant has to establish a separate fund at the Leuphana University. For detailed information please contact Mrs. Welzel (christina.welzel@leuphana.de).
After the application is approved, the committee will allocate the corresponding funding to the established conference fund. All income and expenditure have to be processed by this conference fund.
- c. After ending the conference and submitting the documents – final report and invoice copies (see ‘Eligibility requirements’) – the conference fund will be closed.

1. Personal details

Professional status	Title
Family name	Birth name
First name	E-Mail
Private address	Phone
Faculty	University Facility
Institute	Chair

2. Details of conference

Title of conference	
Date	Homepage
Country	City
No. of established conference fund (“Fondsnummer”)	No. of “Finanzstelle”



Subject or (preliminary) title of your dissertation/habilitation or denomination of research area (only Junior-Profes)

Are other researchers involved? (e.g. joint presentation of the project?)

no yes, the following (name(s) and function(s))

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)

Planned number of participants

Number of speakers

Language of conference

Announcement on

Website

Flyer

press release

3. Cost Calculation

Please submit a statement of costs as shown in the following example:

<u>Item</u>	<u>Duration</u>	<u>Description</u>	<u>Costs in EURO</u>
Traveling costs for speakers (Train 2 nd class, Flight Economy, Long Distance Bus)			
Hotel expenses for speakers (without breakfast)			
Personnel costs (fees for lecturers, Student assistance)			
Costs for material (Conference folders, flyer)			
Other			
Total costs minus grants to be deducted (as stated under point 4)			
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 (institute, chair):

5. Affirmation, proofs, and documents

- I hereby attest that a funding of the conference by the Research Service of Leuphana is not possible because I am not entitled to make an application or do not match the funding criteria.
(<http://www.leuphana.de/intranet/universitaetsentwicklung/forschungsfoerderung/arbeitshilfen.html>
Please note: Unfortunately this website is only in German available. If applicable, please contact the Research Department)
- 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 of status _____ will be handed in later (probably) on:
In case of involvement of several scientists proof of individual scientific contribution
Call for Paper
Program
List of speakers
Statement of costs
Where applicable, proof of financial assistance
Proofs and documents of all requested costs (Please number according to statement of costs.)

City

Date

Applicant's signature