**How to apply for financial support within the**

**BIGS-Land and Food**

**Applications need to be send at least 2 month in advance to the start of the course, research visit, conference etc.**

Please send your signed application to the coordinating office of BIGS- Land and Food and a pdf by email to [bigs-tb@lwf.uni-bonn.de](mailto:bigs-tb@lwf.uni-bonn.de).

***What can be supported? How much will be funded?***

* Summer Schools will be funded with an amount of up to 75% of the total costs\*.

Dr. Arnim Kuhn

Meckenheimer Allee 174

D-53115 Bonn

**Phone: +49 (0)179-4513128**

[**bigs-tb@lwf.uni-bonn.de**](mailto:bigs-tb@lwf.uni-bonn.de)

* Participation in courses of other PhD Programs (to be discussed with your supervisor first) will be funded with an amount of up to 75% of the total costs\*. According to the requirements of the Theodor-Brinkmann-Graduate School program, the course must comprise last at least 3 days.
* Active participation in international conferences, workshops etc if you have successfully submitted an own presentation. Oral presentation will be funded with an amount of up to 75% of the total costs\*. Poster presentations will be funded with an amount of up to 50% of the total costs\*. You should also take part in conference PhD-workshops or conference PhD-courses (when offered).

\*The maximum amount for financial support will be 2000,- € per PhD student during the PhD

\* Minimum limit: If the total cost does not exceed an amount of 500,- €, we will not accept the application for financial support.

**Who can be supported?**

* PhD members of the Graduate School.

**IMPORTANT!**

**How to reimburse the financial support**

Immediately after returning from the course, research visit, conference etc. please file a Travel reimbursement form and insert your PSP-element and indicate the amount (25% or 50%) reimbursed by your institute/group. Then send the form and a single pdf with all the scanned bills to [bigs-tb@lwf.uni-bonn.de](mailto:bigs-tb@lwf.uni-bonn.de).

**Travel Grant Application**

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| --- |
| Name of PhD Student: |

|  |  |
| --- | --- |
| Institute: | Email: |

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| --- |
| Is this the first time you apply for funding YES NO (Amount of Funding so far…………..…€) |

|  |
| --- |
| Name of Event: |

|  |  |
| --- | --- |
| Date: | Location: |
| Country: | Web address: |

|  |
| --- |
| Conference/Course Fees: |
| Accommodation costs: |
| Travel costs: |
| Others: |
| Total costs: |

|  |
| --- |
| Your Contribution: Poster  Talk  Other  (if other please name) |

|  |
| --- |
| Description of the Event: |
| Abstract of your Contribution: |
| Benefit/Importance for your PhD: |

|  |
| --- |
| Date of Admittance to BIGS – Land and Food: |

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| --- |
| Date of 1st PhD Status Meeting:  Date of 2nd PhD Status Meeting:  Date of 3rd PhD Status Meeting: |

**Requirements/Selection:**

* + - * Only applications which have been sent one month **before** the event will be considered.
* Applications need to be complete and signed by both the PhD student and the supervisor.
* In case of presentations, BIGS - Land and Food should be acknowledged.
* Reimbursement will be after the event, no advance payments are available.
* The TBGS will fund up to 75% of the travel costs and to a maximum of 2000 €.
* The supervisor confirms that the institute will cover the remaining costs.

**Decision of the Funding:**

Decision of the funding will be made by the Scientific Board of BIGS – Land and Food. Only applications who fulfil the requirements will be considered. You will be informed by the BIGS – Land and Food Coordinator after the decision has been made.

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Date and Signature PhD Student:

*Hereby I confirm that I support the application and that the remaining of the costs will be covered by the institute.*

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Date and Signature Supervisor: