

Grant Application

Travel expenses for conferences, summer schools, and research stays abroad in the framework of a.r.t.e.s. international – for all

The program “a.r.t.e.s. international – for all” offers all doctoral students at the Faculty of Arts and Humanities the possibility to apply for travel grants for research stays and active participation in conferences and summer schools abroad. The maximum funding period for research stays is three months, for conferences five days and for summer schools 14 days. The actual duration of the stay may exceed the maximum funding period. Please note that stipends can only be granted for trips that start and end in Germany.

1. Personal Data

Last name _____
First name _____
E-mail _____
Phone _____

1.1. Address (Germany)

c/o _____
Street & Nr _____
Post/zip code _____ City _____

1.2. Bank Details

IBAN _____
Account holder _____
BIC _____
Bank name _____

2. Dissertation

Working title

Subject _____
First supervisor _____
Are you taking part in a structured doctoral programme?
No
Yes (programme name): _____

How do you finance your doctoral studies?

e.g. Scholarship, research assistantship or third-party funded research position (**please state the weekly hours in your contract**), private resources, other.

3. Details on the proposed stay abroad:

Conference / summer school participation (funding for max. 5 resp. 14 days)

Country & city of destination _____

Conference / summer school title

or

Research stay (funding for max. 3 months)

Country of destination _____

Cities and/or locations

Requested duration of stay

from _____ to _____

Have you received a travel grant from **a.r.t.e.s. international – for all** for a conference or research stay abroad on previous occasions?

No

Yes, Date of departure _____ Destination _____

Date of departure _____ Destination _____

Are you receiving any other funding for the proposed conference or research stay?

Yes / No

Please note: If you have to cancel a granted conference or travel stay (due to illness, force majeure, and the like), the a.r.t.e.s. Graduate School is forced to reclaim the full travel expenses and cannot assume any cancellation costs. We recommend that you take out a travel cancellation insurance.

I hereby confirm the completeness and accurateness of all the information given.

Date: _____

Signature: _____

Attachments and further information (for your documents!)

If possible, please apply for the funding of your proposed conference or research stay **two months in advance**. Only complete applications can be processed.

Please include with the application form (loosely organised: no push pins, staples, or transparencies):

- 1) **Detailed information about your motivation to take part in the proposed conference / summer school or research stay**, including a short description of your doctoral project and the anticipated benefits for your project and/or your professional network (ca. 3 pages). For conferences and (if applicable) summer schools, please include an **abstract** of your paper.
- 2) For research stays, please include a **letter of recommendation** from your supervisor and if applicable an invitation letter from the designated research institution. For conferences and summer schools, please include a **confirmation of the acceptance of your paper** instead.
- 3) A **time schedule** of the research stay or a **conference / summer school programme**.
- 4) A **detailed calculation** of the expected travel expenses.
- 5) Your CV.
- 6) **Proof of enrolment** at the University of Cologne.

Please note: If you are a University employee, your superior at the University of Cologne may need to sign a travel authorisation (“Dienstreisegenehmigung”) for you. (Download available on our website.)

Please submit your completed application to the following address:

**Universität zu Köln
a.r.t.e.s. Graduate School for the Humanities Cologne
a.r.t.e.s. international
Albertus-Magnus-Platz
D – 50923 Köln**

What has to be done following the grant-funded activity?

If funding is granted, you are required to submit the following documents **at the latest two weeks after your return** without further request from the grant provider:

- 1) A **travel report** (2-3 pages) outlining the benefits of the conference / summer school participation or research stay for your doctoral project and/or your research network.
- 2) **Original travel documents** (booking confirmation, boarding pass, etc.). Further receipts (board, logging, etc.) are usually unneeded.

Generally the **disbursement of the grants** takes place after receipt of the required documents, following the conclusion of the trip. However, upon motivated request by the beneficiary (e.g. with reference to financial difficulties), the payment of the grant can be made in advance.