Application for Travel Assistance through MArburg University Research Academy

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| Form of address: | (Please fill in) |
| Surname: | (Please fill in) |
| First name: | (Please fill in) |
| E-mail: | (Please fill in) |
| Home address (street, street number): | (Please fill in) |
| ZIP code: | (Please fill in) |
| City: | (Please fill in) |
| Phone: | (Please fill in) |
| Citizenship: | (Please fill in) |

# Status at Philipps-University Marburg:

**Only to be completed by doctoral candidates**

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| --- | --- |
| Doctoral candidate  | [ ]  (Acceptance as a doctoral candidate at the department and in MARVIN as proof, otherwise the application is incomplete) |
| Planned completion of the doctorate: | (Please fill in) |
| Department: | (Please fill in) |
| Date of admission to pursue a doctoral degree at Philipps-University Marburg: | (Please fill in) |
| Are you pursuing a Dr. med. (dent.) degree?  | Yes [ ]  No [ ]  |
| If yes, are you already in the second year of your doctorate (the date of enrolment at the faculty applies here)? | Yes [ ]  No [ ]  |

# Status at Philipps-University Marburg:

**Only to be completed by Postdocs**

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| --- | --- |
| Postdoc:  | [ ]   |
| Department: | (Please fill in) |

# Funding from another institution:

**Proof of application to another institution** must always be provided.

Notes on DAAD/travel abroad: Please note that there is a suitable DAAD program for most trips abroad, therefore it is necessary that you also apply to the DAAD. **Applications to MARA are inadmissible if a possible DAAD application is not submitted or not submitted correctly or is submitted late.** These applications will be automatically rejected.

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| --- | --- |
| Have you applied for travel assistance elsewhere? | [ ]  Yes |
| [ ]  No |
| If yes, where? | (Please fill in) |
| Has your application been decided upon yet? | [ ]  Yes |
| [ ]  No |
| If yes, which amount has been granted? | (Please fill in) |
| Are you a scholarship recipient from a funding institute? (Please include documentation for purposes of verification) | [ ]  Yes |
| [ ]  No |

**Please complete *only if no other funding* has been applied for**

Proof of application to another body must always be provided. If no other funding has been applied for: Please state, the reasons why the trip cannot be funded by any other body (max. 1,000 characters with spaces).

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| --- |
| (Please fill in) |

# Description of the planned travel:

|  |  |
| --- | --- |
| Travel destination (country/city): | (Please fill in) |
| Duration of travel (mm.dd.yyyy): | (Please fill in) |
| Total number of days of travel: | (Please fill in) |

**Purpose of travel:**

|  |  |
| --- | --- |
| a) international travel: | [ ]  Travel to conference (only with own contribution to the conference) |
| [ ]  Travel to academic collaboration (including summer schools and similar formats in the interest of academic discourse and not exclusively for continuing education) |
| [ ]  Field research (archive, library, monuments, etc.) |
| b) domestic travel: | [ ]  Travel to a national conference (only with own contribution to the conference) |
| [ ]  Travel to an international conference (only with own contribution to the conference) |
| [ ]  Field research (archive, library, monuments, etc.) |

# Estimated/actual travel expenses:

Please note savings options and choose the cheapest and most climate-neutral option. Attach cost calculation (from bahn.de/booking.com/ expedia.de/opodo.de etc.) as a PDF (**without receipts for each individual item, the application is incomplete and will be automatically shortened**). Please indicate the exact amount according to the receipts below; lump sums cannot be accepted.

|  |  |
| --- | --- |
| Total travel and flight expenses: | (Please fill in) |
| Total accommodation expenses: | (Please fill in) |
| Conference fee: | (Please fill in) |
| Total of other expenses: | (Please fill in) |
| Total expenses: | (Please fill in) |

**Other expenses are only covered in exceptional cases:** Other expenses will only be covered in exceptional cases: Please explain the nature and composition of the other expenses (foreign surcharges will not be paid and meal expenses will not be covered under any circumstances (max. 1,000 characters with spaces):

|  |
| --- |
| (Please fill in) |

# Personal explanatory statement

Explain why your trip is beneficial to your research and academic qualification (max. 3,500 characters with spaces):

|  |
| --- |
| (Please fill in) |

By submitting an application for a travel assistance, you declare that you have read our [data privacy policy (PDF)](https://www.uni-marburg.de/de/mara/einrichtung/rechtliches/datenschutzerklaerung.pdf) published on the homepage and consent to the processing of your personal data as described therein. You may revoke your permission at any time.

**Documents to be attached to the application form (please submit documents in German or English only. For other languages, please enclose translations):**

**1. Proof of application elsewhere**

**2. Expense calculation for rail/airfares**

**3. Expense calculation for accommodation**

**4. Proof of conference fee etc.**

**5. Conferences:** conference schedule and invitation forattending/Acceptance of abstract

 **Collaborations/field research:** Invitation from the host institute

**6. Statement:**

**6.1. Doctoral candidates:**

Application-specific statement ([in this form provided for this purpose](https://www.uni-marburg.de/en/mara/funding/travel-assistance/stellungnahme_reisekostenbeihilfen.docx)) from your advisor on the expected benefits of the trip.

**6.2. Postdocs:**

Statement from your supervisor (informally by e-mail) that no costs for the trip can be covered.

**7. Doctoral candidates:**

**Admission to pursue a doctoral degree in a department and in MARVIN** at the Philipps-University Marburg. Medical students who are pursuing the Dr. med. And dent. Are eligible to apply from the second year of the doctorate (date of enrollment at the department applies here).

**8. If applicable, written rejection from your scholarship organization/Begabtenförderungwerk.**

**Please save this application and send it with all supporting documents (complete, not read-only and in one single PDF document!) to the following e-mail address:**

**mara.foerderungen@uni‐marburg.de**.

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