*Please complete this application form and name it using the following template: Boursestransfrontalieres\_Jan19\_Project acronym. The application and any supporting documents must be submitted via the following email address:* *projects@isite-ulne.fr* *by February 21, 2019 at 2.00 pm, GMT +1.*

**General information about the project**

|  |  |
| --- | --- |
| Title of the mobility project | [ ]  |
| Acronym | [ ]  |
| Principal applicant | [Last name] | [First Name] |
| Position | [ ]  Teacher/Researcher [ ]  Teacher[ ]  Admin personnel [ ]  Researcher[ ]  PhD student: year of first enrollment: [ ]  |
| Administrative status | [ ]  Permanent [ ]  Contract employee: end month and year of contract: [Date] Corps: [\_\_\_\_\_\_\_]Precise function: [\_\_\_\_\_\_\_\_\_\_\_] |
| Contact information | [Phone] | [Email] |
| *Faculty, school, UFR* (Academeic projects) or Laboratory (research projects) or *Direction* and *service* (Administrative staff) | [ ]  |
| Employer (*University/ Grande Ecole/ Research Organism*) | [ ]  |
| Partner university for the mobility  |  [ ]  |
| Contact person in the partner university | [Last Name] | [First Name] |
| Status | [ ]  Teacher/Researcher [ ]  Teacher [ ]  Researcher [ ]  Adminsitrative personnel |
| Role | [ ]  |
| Contact information | [Phone] | [Email] |

**Project description**

|  |  |
| --- | --- |
| Summary of the project*What is the purpose of the project?**How will the project strengthen cooperation with the partner institution?**What are the expected results? Are future actions planned for after the mobility?* | [*2000 characters (including spaces)*] |
| Type of mobility | [ ]  Research and academics [ ]  Research only [ ]  Academic programmes only[ ]  Develop a European project [ ]  Create a thematic network [ ]  Organization an event [ ]  Exchange of good practices  |
| Date(s) of the mobility | [ ] |
| Will other colleagues be participating in this mobility project?  | [ ]  Yes[ ]  No |
| If yes, list the following information for each: Last name, first name, phone, email and role |  [ ]  |
| Head of the relevant school, UFR, faculty, laboratory or administrative service for the principal applicant | [Last Name, first name] | [School/UFR/Faculty/Laboratory /Service] |
| [Date] | [Signature and Stamp] |

**Requested budget**

*Please use the table below to develop your budget:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Meal budget per day and per person** | **Lodging costs night and per person** | **Transportation costs (Return tickets)** | **Ancillary costs** |
| **Germany** | 50€ | 125€ | 150€ : Aachen & Cologne 175€ : Bonn & Münster | To be justified(*e.g. Enrollment costs for a scientific event, etc.*) |
| **Belgium** | 20€ : Kortrijk & Tournai35€ : Ghent, Bruges & Ostend75€ : Leuven & Louvain-la-Neuve |
| **The Netherlands** | 165€ : Nijmegen & Wageningen |
| **The United Kingdom** | 150€ : Canterbury |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number of days** | **Number of people** | **Total** |
| **Housing** | XX | XX | XX€ |
| **Meal** | XX | XX | XX€ |
| **Transportation** | XX | XX | XX€ |
| **Operating costs \*** | XX€ |
| **Total ammount** | XX€ |

*\*If there are any ancillary costs, please list them in the table below and attach the relevant receipts.*

|  |  |
| --- | --- |
| Ancillary costs | Justification |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

## Timeline

Call launched: 2019/01/16

Deadline: 2019/02/21 (2 00 pm, GMT +1)

Announcement of results: 2019/02/28