*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*](mailto: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 & Tournai 35€ : Ghent, Bruges & Ostend 75€ : 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