**GTC Funding Line “Strategic Funding”**

**Application for Funding of a Student Conference**

**For more information please refer to the call for proposals**

**Project Title**

*Please provide the title of your student conference.*

**Short Designation**

*e.g. for administrative purposes*

**Project Duration and Date of the Conference**

*Please specify the planned duration as well as the date of the conference..*

**Contact Person**

*Last Name, First Name:*

*Faculty or school:*

*Email, Phone:*

*Adress (private):*

**Names of Co-Applicants:**

*Please give the names of all applicants.*

**Contact Person for administrative Purposes**

*Last Name, First Name:*

*Faculty or school:*

*Email, Phone:*

**Details on the Supervisor for Allocation of Funds**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title, Last Name, First Name of the supervisor (“Betreuende Dozentin / Betreuender Dozent”)** | **Department („Institut“)** | **Cost center („Kosten-stelle“)** | **Total amount of funding requested[[1]](#footnote-1) in €** |
|  |  |  |  |
|  | | |  |

**1. Summary of the planned Conference and detailed Description of the Involvement of Students**

*Please present your project. In doing so, please demonstrate that the organization of the conference is being led by students.*

*max. 3,000 characters including spaces  
Please state the exact number of characters (including spaces) at the end of the text.*

**2. Draft Program / planned Schedule**

*e.g. structured list*

*max. 3,000 characters including spaces   
Please state the exact number of characters (including spaces) at the end of the text.*

**3. Cost Plan**

* ***Important: Information on eligible costs can be found in the call for proposals.***
* *For budget calculations*
* *Please calculate as realistically as possible; the funding committee reserves the right to make cuts.*
* *For the calculation of personnel costs, please use the resources of the Personnel Department. (*[*www.verwaltung.personal.uni-mainz.de/*](http://www.verwaltung.personal.uni-mainz.de/)*, partly under "Administration & Supervisors"). Please consider the allocation of budget expenditures and any potential annual special payments in the estimated salaries.*
* *For the calculation of fees (“Honorar”) and travel expenses, reasonable flat rates can be assumed.*
* *Please state the costs without decimal places.*
* *If additional rows are needed, please insert them accordingly.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| student assistants | tasks[[2]](#footnote-2):   * X * X * X * X | | | |
| degree (none, Bachelor, Master) | semester hours per week | duration of employment | costs in € (full costs[[3]](#footnote-3)) |
|  |  |  |  |
|  |  |  |  |
| academic staff | tasks2:   * X * X * X * X | | | |
| pay grade („Eingruppierung/ Erfahrungsstufe“) | hours per week | duration of employment | costs in € (full costs3) |
|  |  |  |  |
|  |  |  |  |
| contract teaching staff („Lehr-aufträge“) | tasks2:   * X * X * X * X | | | |
| teaching load | remuneration per sem.hours /week | duration | costs in € |
|  |  |  |  |
|  |  |  |  |
| fees („Ho-norar“) | tasks2:   * X * X * X * X | | | |
| details (e.g. external personnel, speaker) | | | costs in € |
|  | | |  |
|  | | |  |
| material costs („Sach-kosten“) | matter | needed because /for | | costs in € |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Total** | | | |  |

**4. Please submit the application through official channels**

*There is no specific format required by the GLK for complying with the official submission process (institute/department/clinic and dean/rector/scientific director); however, the approval must be clearly documented—for example, via a scanned cover letter or a supporting email sent by the head of the institute. Any internal procedures or requirements of the institute or faculty regarding the official submission process must be taken into account where applicable. The same applies to the approval by the student council. In the case of joint applications with other faculties or universities, the application must be formally submitted through the official channels of all involved institutions. Please ensure that the official submission process is initiated in a timely manner.*

1. *A maximum of €2500 can be requested. The amount must be identical with the cost plan.* [↑](#footnote-ref-1)
2. The application for any personnel resources must be justified based on the tasks to be carried out. This means that it must be clearly explained how the type and scope of the requested personnel resources have been calculated in relation to the project tasks. Please include references to Section 2 of the application, if applicable. [↑](#footnote-ref-2)
3. Including all costs for the employer [↑](#footnote-ref-3)