

BIOME Travel Award Guidelines

BIOME Graduate School is now offering **two annual congress travel grants of €750** each to particularly motivated and talented doctoral members of our BIOME cores (i.e. members of the cores: Behavioural and Clinical Neuroscience; Cellular and Molecular Immunology; Clinical Research; Computational Biomedicine; Genetics and Cell Biology; Infectious Diseases; Ischaemia, Reperfusion and Angiogenesis; Transplantation Medicine; Tumour and Signalling). These travel awards may be used to contribute towards registration fees, travel expenses (economy), and/or accommodation costs (providing these are moderate).

Application procedure:

- Candidates may submit a self-initiated application or may be nominated by the scientific coordinators of their BIOME core
- The candidate should submit:
 - **CV**
 - Planned or submitted congress **abstract**
 - Brief statement that the **doctoral supervisor** is in agreement with the application
 - Brief letter of recommendation from the **BIOME core coordinators** supporting the application
 - **Letter of motivation** in which a description of how the congress participation will contribute to the candidate's own PhD/MD project is included
 - Congress **outline and programme**
- After the congress, the grantee is expected to give a **presentation on the scientific highlights** of the attended event at the next BIOME core lecture/seminar session (length: 30 minutes).

Deadline: Candidates should submit their applications to biome@uni-due.de for the upcoming year by the end of January of the congress year e.g. by 31.01.2020 for a congress in 2020.

The travel grant shall be issued on a **travel reimbursement claim basis after the congress** has taken place. These claims should be submitted to BIOME's coordinator, Delia Cosgrove, with the necessary documentation. Should the entire claim exceed € 750, then a second account from the doctoral supervisor should be provided with the claim to cover the exceeding amount.

Travel reimbursement documents:

- Grant award letter
- Photocopy of the "*Antrag auf Genehmigung einer Reise*" (please tick the box "*Finanzierung aus Drittmitteln*" and write "BIOME") which should have been countersigned by one's supervisor and **submitted to UKE's "Reisekostenstelle" at least 8 days before the journey's begin**
- The completed (please leave the field "Projekt. Nr." blank) and signed "*Reisekostenabrechnung*" (also to be downloaded from UKE's intraweb) with the necessary documentation (proof of payment of the registration fee, travel and accommodation receipts, etc.)
- If the claim exceeds € 750, a second account for debiting the excess amount.