

**Application for**

**Funding of PICAIS Events**

**Application deadline:**(*Please insert the respective application deadline that you are applying for*)

Please fill in the following application form in **English**.

Please submit your electronic application to [picais@uni-passau.de](mailto:picais@uni-passau.de),   
including

A Completed application form,

B a project proposal

C a list of invitees, co-organisers/cooperation partners (if applicable) and   
a preliminary programme

D a budget plan

E CV(s) of organizer(s)

**A1 Applicant’s details**

|  |  |
| --- | --- |
| **Personal details applicant** *(Please copy and fill in this table if there is more than 1 applicant and 1 host applying)* | |
| **Surname** |  |
| **First name(s)** |  |
| Academic title |  |
| Date of birth (dd.mm.yyyy) |  |
| Gender (m/f/d) |  |
| Nationality |  |

|  |  |
| --- | --- |
| **Current academic position/affiliation** | |
| Position (e.g. Professor/Junior Professor/Lecturer/Research assistant/other) |  |
| If other, please specify |  |
| Department/ Institute/ Chair |  |
| Faculty |  |
| Institution / University |  |

|  |  |
| --- | --- |
| **Business address (used for correspondence)** | |
| Institution/ University |  |
| Department/ Institute/ Chair |  |
| Street / P.O. box |  |
| Postal code/ City/ Country |  |
| Phone number |  |
| E-mail address |  |
| Website |  |

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| --- | --- | --- |
| **Co-Applicant / Host at the University of Passau** | | |
| **Surname** |  |
| **First name(s)** |  |
| Department/ Institute/ Chair |  |

**A2 General Information and planned event date**

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| --- |
| **Title of proposed event** |
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| --- |
| **Planned event date and duration** |
| *dd.mm.yyyy – dd.mm.yyyy*  Duration: *(No. of day(s))* |

|  |
| --- |
| **Type of event** |
|  |

|  |  |
| --- | --- |
| **I have already provisionally reserved the necessary rooms for the event:** | |
|  | Yes. |
|  | No, but I am aware that I need to check availability with the event management early on. |

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| **Estimated number of participants (from Passau and elsewhere)** |
|  |
| **Subject classification** |
|  |

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| --- |
| **Research area(s) / key words of proposed research work**  Please characterise your event topic(s) by using appropriate keyword(s). Please enter at least one keyword and up to ~ five keywords |
|  |

|  |  |
| --- | --- |
| **The proposed event will be related to / contribute to one or more of the University’s three** [**strategic guiding themes**](https://www.uni-passau.de/en/university/about-the-university/profile/)**:** | |
|  | Europe |
|  | Sustainability |
|  | Digitalisation |
|  | Other:  *Please briefly indicate whether your project will contribute to or is related to, e.g. an existing or a new cooperation/project, etc.* |

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| **Short abstract of ~ 250 words**  Please describe your event in a few sentences. |
|  |

**B Proposal**

*This editing note can be deleted for submission -- Please provide your proposal (up to 2 pages, Arial 11 pt, 1.2 pt line spacing) here, complete with*

* *event description (research questions, cooperation partners etc.);*
* *outlined contribution (or the value added) for the University of Passau.*

**C List of Invitees, co-organisers/cooperation partners, preliminary programme**

*This editing note can be deleted for submission -- Please provide your list of invitees etc. here (up to 2 pages, either as table or text form Arial 11 pt, 1.2 pt line spacing), containing:*

1. *a proposed list of participants to be invited (with academic degrees, affiliations, subject areas); also mention the status of the invitation (invited/accepted)*
2. *co-organisers/cooperation partners, if applicable*
3. *the preliminary programme*

|  |  |  |  |
| --- | --- | --- | --- |
| **D – Budget Plan: PICAIS Event\*** | | | |
| **pos.** | **cost category** | **short budget justification / calculation value** | **sum in euro** |
| 1 | **travel expenses**  to and from Passau | *e.g. flight/train travelling to and from* | 0 |
| 2 | **accommodation** **expenses** in Passau | *No. of days* | 0 |
| 3 | **meal expenses\*\*** | *for No. of active speakers/participants* | 0 |
| 4 | **conference resources** | | |
| 4a | *Please specify each item/cost category here,*  *e.g. consumables, printing expenses for leaflets, posters* | *Please enter text here* | 0 |
| 4b | *Please specify, e.g. conference support by student assistants* | *approx. No. of hours/weeks/months for period of No. months* | 0 |
| 4c | *…* | … | 0 |
| 4… | … | … | 0 |
|  | **total sum** | | **0** |

*\*Please use our* [*flat fees*](https://www.picais.uni-passau.de/en/funding-programmes/event-funding/) *for the Budget Estimate and round sums off to the second decimal place, for instance: 82 euro 🡪 90 euro*

*\*\* Please note that in accordance with the* [*University's representation policy*](https://www.uni-passau.de/fileadmin/dokumente/beschaeftigte/Formulare/Finanzen/Repraesentationsaufwendungen/2024_Repr%C3%A4sentations-und_Bewirtungsrichtline.pdf)*, only coffee breaks are reimbursed, not lunch breaks.*

|  |  |
| --- | --- |
| Will you charge participation fees? | Yes, and I am aware that I must use the participation fees fees before the PICAIS funds.  No, I will not charge participation fees. |
| Will you finance part of your event through third-party funding raised by yourself for the duration of the funding period? | Yes (*see section below*)  No, I will not raise or use third-party funding. |
| If yes, please specify the external/third-party funding (if applicable) | Funding organisation:  Period of time:  Funding reference number: |

**Support by PICAIS student assistants requested**

**yes** - approx. No. of hours/weeks or No. of months; required for instance for the following support:

*Please enter text here*

**no, not necessary**.

**Further justification of costs***(only, if applicable and table spaces above are not sufficient)*

*Please enter text here*

**Declaration of Consent**

|  |  |  |
| --- | --- | --- |
| I hereby declare that the above statements are correct:  The Passau International Centre for Advanced Interdisciplinary Studies (PICAIS) has my permission to electronically keep and process my personal information for the purpose of peer review, statistics, and evaluation by the PICAIS as well as its commissaries. | | |
|  |  |  |
| Date (dd.mm.yyyy) |  | Name / digital signature |

**Checklist – documents required:**

✓

The following sections and documents are required to submit the application for PICAIS event funding

|  |  |  |
| --- | --- | --- |
| A | Completed application form  (applicant details, general information, planned event date) up to 3 pages | |
| B | Proposal, complete with  event description (research questions, cooperation partners);  outlined contribution (or the value added) for the University of Passau. | up to 2 pages |
| C | List of invitees, co-organisers/cooperation partners (if applicable) and preliminary programme | up to 2 pages |
| D | Budget plan | ~ 1 page |
| E | CV(s) of organiser(s) | no page limitation |

The application should be written in English. Do not submit a scan of the application form.   
Page limitations may not be exceeded for the application documents, with the exception of the CVs, for which there are no page limitations or formatting requirements.