**Conference Grant Checklist**

Application period open from May 1, 2023 until May 20, 2023

Attended conference from May 21, 2022 until May 20, 2023

To apply for the StV Postgrad Conference Grants send all documents, confirmations and receipts merged into 1 pdf to:

postgrad@oehmedwien.com (subject line: Conference Grant).

**Criteria:**

* In-person attendance is eligible as well as online attendance
* First come, first served
* Complete application form (Applications without or with an incomplete application form will not be considered!)
* Required documents (Applications with missing or incomplete documents will not be considered!)
* The following expenses are eligible for funding: travel (bus, economy class train, economy class flight), accommodation (no 5\* or more hotels), registration fee only and/or necessary equipment for online presentation
* Cheapest reasonable option for travel and accommodation has to be chosen
* No receipt, no funding
* No double funding of the same expenses. However, additional funding by a StV Postgrad Conference Grant is possible for expenses that are NOT covered by other sources. If applicable, please provide a detailed description of the funding and provide the respective documents
* max. EUR 500 per person

**Required documents:**

* Confirmation of enrolment (med.Campus)
* Concept of a doctoral thesis project form
* Funding statement (signed confirmation from applicant and supervisor that there is no other funding or travel grant to attend the conference; or a detailed description what expense was covered by which source, if other funding sources were used)
* Confirmation of acceptance of abstract for oral or poster for conference
* Confirmation of attendance of the conference
* Receipts
* Cost report

**APPLICATION FORM**

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Student ID |  |
| Doctoral Programme | * UN790 * UN094 |
| E-Mail |  |
| IBAN |  |
| BIC |  |
| Name of bank |  |
| Name, date and place of attended conference |  |
| Title title of accepted abstract |  |
| Title of thesis |  |

**COST REPORT**

|  |  |
| --- | --- |
| Travel (bus, economy class train, economy class flight) |  |
| Accomodation (no 5\* or more hotel) |  |
| Registration fee |  |
| Equipment for online presentation |  |
| Sum: | |