



To the  
GRADE Center Gender  
Cornelia Goethe Center  
Goethe University Frankfurt  
Theodor-W.-Adorno-Platz 6  
Postfach PEG 4  
60629 Frankfurt am Main  
M.Zimmermann@tfm.uni-frankfurt.de

Date:

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### Application for Travel Grant (GCG-RF-01-EN)

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#### (1) Applicant

Title, Surname, First Name:

Private Address:

Phone:

E-Mail:

Qualification Goal:

Dissertation

Habilitation

Project Title:

Supervisor:

Expected Duration:

from

to

I am an employee of Goethe University

Yes

No

If yes, please specify:

Department:

Institute:

**(2) Object and volume of the grant**

What kind of funding is requested? (Multiple answers possible):

Travel costs in the amount of	Euro	
Used:	Bus	Airplane
	Train	

Participation fees in the amount of Euro.<sup>1</sup>

I would like to apply for a grant from the GRADE Center for Gender in the total amount of Euro.

**(3) Bank Details**

The grant is to be transferred to the following private account:

Account holder:

Bank:

IBAN:

BIC:

**(4) Event Details**

Title of the Event:

Organizer:

Date:

Location:

Title of contribution:

Type of contribution:	Lecture	Poster
	Other:	

Have you ever applied to the GCG for a travel allowance?

Yes	No
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If yes, date of the last request:

Reimbursement by the GCG:	Yes	No
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<sup>1</sup> Catering Costs are not covered.

**(5) Description of the Project**

Short, comprehensible and concise description of the project and illustration of the relevance to the qualification project: (max. one page)

**(6) Documents to be submitted before attending the event**

The following necessary documents are attached to the application:

Expenditure and financing plan

Program of the event (can be submitted up to the beginning of the event)

Submitted abstract of your contribution

Proof of acceptance of your contribution (can be submitted up to the beginning of the event)

**(7) Documents to be submitted after attending the event**

If your application for reimbursement of travel expenses has been approved, please submit the following documents **within four weeks** of attending the conference to the above address:

- Original receipts (e.g. train or plane tickets, receipt for participation fees)
- Declaration form

**Legal Information:**

I agree that my personal data may be used by GRADE Gender and the Goethe University for the purposes of processing the application.

I am informed that I can revoke my consent to the use of my data at any time.

By signing this document, I certify that the data I have provided in this document are correct.

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Date

Signature Applicant