

➤ Career Fund: Planning Meeting Application Form

1. Personal details

Title

First name

Surname

Faculty

Institute

2. Details of the planning meeting

Location

Date (from – to)

Planned arrival at the hotel:

☐ morning (until 12 p. m.)

☐ midday (from 12 p. m.)

☐ afternoon (from 3 p. m.)

☐ evening (from 6 p. m.)

Planned departure from the hotel:

☐ morning (until 12 p. m.)

☐ midday (from 12 p. m.)

☐ afternoon (from 3 p. m.)

☐ evening (from 6 p. m.)

Participants:

	Surname, first name	Institution
1.		
2.		
3.		
4.		
5.		

Estimated costs (in euros): _____

3. Planned proposal for external funding

Type of external funding, funding line...

Institution

Expected submission date

4. Details of any previous project-related funding

Have you received, or will you receive, any other internal university funding for your project?

Yes ☐

No ☐

By selecting "No", you confirm that your project does not receive or will not receive any further funding. If you tick "Yes", please explain this in the documents you submit. Please note that only projects in the early stages that are not supported by any further funding from the university are eligible for Trial & Error.

5. Data protection notice

The application documents you submit will be used exclusively for the selection process.

I confirm that the information provided in the application is true and complete.

Place / Date

Signature

Documents to be submitted, including instructions:

- ☐ **Cover letter**, max. 1 page
- ☐ **Application form "Planning Meeting"**
- ☐ **Description and benefit of the planning meeting**, max. 1 page
- ☐ **Hotel offer**, if applicable 3 comparative offers
with separately listed costs for accommodation, meals and equipped seminar room

Please send your documents – **compiled into a single PDF file of max. 5 MB** – to:
karrierefonds.ifgpz@uni-koblenz.de