**Funding Program «UniBE Short Travel Grants for (Post)Docs»**

**Application Form**

**Please take note of the Application Guidelines!**

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| The deadline for submitting funding requests is **September 1st, 2024** to: Vice-Rectorate International and Academic Careers, Marco Hollenstein (marco.hollenstein@unibe.ch). Applications may be submitted in German, English or French.Receipt of your application will be confirmed by email. |

An application for financial support for a research stay can only be submitted if no other comparable mobility funding is implied, e.g. as part of employment at the University of Bern or the Inselspital Bern and no funding for the same research stay has already been granted from another university-internal (e.g. «Open Round» mobility funding scheme of the Faculty of ​Science) or -external source.

The following documents need to be submitted together with the application form as a single PDF file and in keeping with the following sequence:

a) Current and duly signed letter of support from the first academic supervisor that refers specifically to the planned research stay abroad within the scope of the «UniBE Short Travel Grants for (Post)Docs».

b) Fully completed and signed doctoral or postdoctoral agreement.

c) Complete and current CV including major scientific achievements (max. scope, content and
structure in line with the [guidelines of the SNSF for devising a CV](https://www.snf.ch/en/f8TLKrHtiaxVbevw/page/funding/documents-downloads/guidelines-cv-research-output-list)).

d) Confirmations or invitations from host universities or other research institutions (including details regarding dates of the stay, supervisors at the host university, workspaces, etc.); if applicable, proof of planned participation in summer/winter schools, academic conferences, or scientific method courses.

e) Tabular time and work schedule for the planned research stay (max. 1 page).

1. **Information about the applicant**

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| First name |       |
| Surname |       |
| Gender | male [ ]  female [ ]  other [ ]   |
| Birthdate |       |
| Current academic level | Doctorate [ ]  Post-doctorate [ ]   |
| Faculty |       |
| Deparment / Institute / Office  |       |
| Academic title, first name, surname and institute of origin of the main academic supervisor |       |
| Academic title, first name, surname and institute of origin of the secondary academic supervisor |       |
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| **1a. For doctoral students only**  |
| Student registration number |       |
| Employment at the University of Bern | Yes [ ]  No [ ]   |
| If employed at the University of Bern | Employed as:[ ]  Doctoral student[ ]  Assistant IIISource of financing:[ ]  Employment through cantonal funding[ ]  Employment through SNSF[ ]  Employment through other external funding |
| Starting date of doctorate (registration as a doctoral student) | Month:       Year:       |
| Expected completion of doctorate (date of thesis defense) | Month:       Year:       |
| Title (if applicable, working title) and thesis topic (max. 400 characters) |       |
| Membership in a graduate school | Yes [ ]  No [ ]  If yes, in which?      |
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| **1b. Only for postdoctoral researchers employed at the University of Bern**  |
| Employment position | Employment as:[ ]  Early Postdoc[ ]  Advanced Postdoc[ ]  Senior Research Assistant[ ]  MSCA Postdoctoral Fellowship (Wiss. MA IV)Source of financing:[ ]  Employment through cantonal funds[ ]  Employment through SNSF[ ]  Employment through other external funding |
| Duration of employment (pursuant to current employment contract) | from DD.MM.YYYY to DD.MM.YYYY |
| Current employment level  |       % |
| Personnel number  |       |
| Title (if applicable, working title) and topic of the current research in whose scope the requested research stay will be carried out (max. 400 characters) |       |
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| **1c. Only for early career reseachers at the postdoctoral level employed at the Inselspital Bern** |
| Title of position at theInselspital | Employed as:      |
| Length of employment (according to current employment contract) | from DD.MM.YYYY to DD.MM.YYYY |
| Current employment percentage |       % |
| Department, institution, division of the University of Bern, where the main part of the research activity is being carried out and a corresponding workplace is available |       |
| Title (if applicable, working title) and topic of the current research in whose scope the requested research stay will be carried out (max. 400 characters) |       |

1. **Information about the planned research stay abroad**

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| Type of research stay abroad (multiple answers possible) | [ ]  Experimental research at a university or other research institution[ ]  Field research[ ]  Academic research in libraries, collections, archives, etc. If applicable (possible in combination with one of the activities listed above):[ ]  Participation in summer/winter school[ ]  Participation in academic conference[ ]  Participation in scientific method courses |
| Length of stay abroad | from DD.MM.YYYY to DD.MM.YYYY |
| Purpose of the research stay abroad: Description of the most important activities that will be carried out during the research stay (max. 1’000 characters) |       |
| Added value and relevance of the research stay abroad for the applicant’s own academic career i.e., for progress or completion of the applicant’s own research project (max. 1’000 characters) |       |
| Exact location of the research stay (country, city, institution, …) |       |
| In case of research stays at a university or other research institution | Name of host institution:     Institute / Department:     Address:     Academic title, first name, surname and contact details of the supervisor at the host institution:      |
| In case of additional participation in summer/winter schools, academic conferences, or participation in scientific method courses | Title of event:     Website:     Active contribution (e.g., poster presentation, oral presentation):      |
| COVID-19 pandemic | Was the requested stay abroad planned within the last two years, but could not take place due to the COVID-19 pandemic?Yes [ ]  No [ ] If yes, please give a brief explanation:       |

1. **Statement of costs**

Maximum funding amount:

•CHF 7’000 for stays within Europe

•CHF 8’000 for stays outside of Europe

In principle, the rules for business trips applicable at the University of Bern are to be observed. Travel is to be planned paying maximum heed to environmental sustainability (see also [here](https://www.klimaneutral.unibe.ch/mobility/business_trips/traveling_sustainably/index_eng.html)). Cost approval for travel by train will cover tickets in second class. For air travel, the most inexpensive marketplace fares are to be applied for (Economy). Cost approval for overnight stays will cover mid-range
accommodation.

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| **Cost type** | **Requested funds** |
| Travel costs: |  |
| [ ]  Flight | CHF       |
| [ ]  Train | CHF       |
| [ ]  Private motor vehicle | CHF       |
| [ ]  Visa fees | CHF       |
| Cost for overnight stays | Number of overnight stays:     CHF       |
| If applicable: participation fee summer/winter school or courses | CHF       |
| If applicable: scientificconference fee | CHF       |
| If applicable: material expenses for consumables needed for research (only possible in well-justified exceptional cases) | Please give a brief outline of the planned material expenses and reasons why they are needed:     CHF       |
| **Total** | **CHF** |

1. **In agreement with the main supervisor: Institutional justification of the funding
requirement for the requested research stay (max. 2’000 characters)**

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| Place and date | Applicant |
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| Place and date | First academic supervisor |
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| Place and date | Institute management |
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