

Guidelines for preparation of proposals and Reports on participation in ArcTrain-funded travel

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Proposal Preparation Instructions

1. ArcTrain's funding decisions are based on evaluations made by the ArcTrain coordination team. They form their judgement on the basis of the information presented in the proposal. It is therefore in your own interest to present a clearly written proposal.
2. Proposals should be no more than **2 pages** in length.
3. Proposals **must be submitted 3 months prior** to the beginning of the requested funding. Documents that are not available at this stage (such as e.g. acceptance letters for talks/posters) can be submitted at a later stage as soon as they are available. The same applies to information about flight schedules, accommodation etc.
4. All proposals must be submitted using the **ArcTrain proposal form**.
5. Item 2 (Relevance) is the core of the proposal. Whether funding will be granted depends on a convincing presentation of the benefits of the proposed activity for your PhD project. Please write concisely and conclusively. Avoid redundancy and use sound arguments.
6. Please make sure that all information given is correct: verify titles, dates, venues, and addresses.
7. Please thoroughly check your document for grammar and typing mistakes. **DO NOT** use informal language even if you feel the reviewers might know you personally.
8. Funding can be granted for (a) travel, (b) accommodation and (c) daily allowance. For short trips, [daily allowance](#) depends on the country. For research stays exceeding four weeks, instead of (b) and (c) an allowance is granted at a fixed rate of **500 € / month**. If you plan to go to a country with different currency please state the exchange rate and the source of the conversion incl. the date of (e.g. Currency conversion: www.oanda.com, 11.02.2011). Daily allowance for Germany is **20 € / day**.
9. Please combine all documents into a single PDF and email it to the **ArcTrain coordinator** Gabriella Wehr (gwehr@marum.de). The combined document should not exceed 5 MB.
10. After you have returned, ArcTrain expects you to submit a **report**. The expectations on such report are detailed below.

Report Preparation Instructions

1. All PhD students, including associated PhDs, who obtain ArcTrain funding are expected to produce a brief report from each funded activity. Reports from non-ArcTrain funded activities of interest to ArcTrain are welcome, but not mandatory.
2. The reporting duty includes all research stays in Canada.
3. The report is to be completed within 2 weeks of your return. The reports will have an extent of approximately 400 words (about 1 page) and include the following:
 - Details to the destination and dates
 - Information on how the ArcTrain funding has been used and what other funds were available
 - Description of the activity and evaluation of how it contributed to your research and training
 - The summary should have no more than 600 characters (including spaces)
 - Please add one photograph of you in the place that you have been to, suitable for web publication, ideally some additional photographs for the report itself.
4. The summary and the photograph/s will be published on the ArcTrain website
5. The report shall be submitted electronically to Gabriela Wehr, gwehr@marum.de. The report should be submitted as a PDF file (main text, summary, embedded images) AND an unformatted TXT file containing the main text and the summary AND the individual images as JPG or PNG files preferentially not exceeding 5 MB.