**Research placement at** Host institution, city, country

… in the working group of …

**from** … **to** … (must be at least 2 months; see mandatory guidelines)

**Applicant**: **Name**

Affiliation

**PhD Project Title**:

**Year of PhD**:

**Main supervisor**: Name

 Affiliation

**Date of submission of the proposal**:

**Total number of proposals submitted to GLOMAR (including the present)**:

**1. Description of the PhD Project**

300 words

**2. Relevance**

600 words

**3. Travel and cost plan**

Projected dates of the research placement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost item** | **Unit** | **Cost in [foreign currency]** | **Cost in EUR** | **Comment** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** |  |  |  |  |

Currency conversion: <http://www.oanda.com/currency/converter/> ; date

**4. Funding gap**

By submitting this funding proposal to GLOMAR I confirm that I have informed my supervisor that GLOMAR can provide funding only up to a maximum of 75% of the total sum that has been asked for in this proposal. The funding gap, i.e. the remaining 25% or more that cannot be covered by GLOMAR, may need to be provided by the supervisor – unless I succeed in receiving funding from another source.

**5. Annexe**

(1) Letter of agreement from the supervisor

(2) Letter of acceptance/ invitation from the host

(3) Work plan in the form of a Gantt chart

(4) …

**6. Additional Explanations**

**Examples of a cost plan *– please delete after reading***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost item** | **Unit** | **Cost in BRL** | **Cost in EUR** | **Comment** |
| Flight Bremen – Sao Paulo | return |  | 1800 |  |
| Public transport within Sao Paulo | 300 BRL / month | 900 | 259 |  |
| Accommodation 3 months | 1500 BRL / month | 4,500 | 1295 | Student housing on campus |
| Daily allowance for 3 months | 400 EUR / month |  | 1200 |  |
| **Total:** |  |  | **4554** |  |

Currency conversion: <http://www.oanda.com/currency/converter/> ; 08.07.2015

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost item** | **Unit** | **Cost** **in US$** | **Cost** **in EUR** | **Comment** |
| J1 visitor Visa for 3 months |  | 160 | 148 |  |
| Train ticket to Berlin to apply for Visa | return |  | 90 |  |
| Overnight stay in Berlin | 75 EUR / night |  | 75 |  |
| Flight Hamburg – Newark, N.J. | return |  | 980 |  |
| Public transport within New Brunswick for 3 months | 105 US$ / month | 315 | 291 |  |
| Accommodation | 859 US$ / month | 2577 | 2343 | No student housing available; private room |
| **Total:** |  |  | **3927** |  |

Currency conversion: <http://www.oanda.com/currency/converter/> ; 22.03.2015