**APPLICATION FORM – GRADUATE CAMPUS EVENTS: CALL FOR PROJECTS**

Please complete **all** sections of this form

**Name, first name of the organizing committee’s leader**

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**Current position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIL Address: Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Institute / Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building, Office No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contract UNIL or CHUV** **[ ]  Yes** **[ ]  No if Yes: End date of UNIL Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name, surname of a member of the organizing committee**

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**Building, Office No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Name, surname of a member of the organizing committee**

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**Institute / Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building, Office No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contract UNIL or CHUV [ ]  Yes [ ]  No if Yes: End date of UNIL Contract\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Targeted audience** **[ ]  doctoral candidates** **[ ]  postdocs** **[ ]  mixed / both**

**Expected number of participants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Preliminary program**

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**Requested amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If other institutions have been approached for additional funding, please indicate below the status of the request and/or amounts obtained**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What makes this event relevant for targeted audience (one A4 page maximum)**

**Planning of the months preceding the event**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXAMPLE | January | February | March | April |
| Invitation to external contributors |  |  |  |  |
| Contributor A |  |  |  |  |
| Contributor B |  |  |  |  |
| Room reservations |  |  |  |  |
| Coffee break bookings |  |  |  |  |
| Registration |  |  |  |  |
| Registration form |  |  |  |  |
| Closure |  |  |  |  |
| Badge printing |  |  |  |  |

**Budget**

|  |  |  |
| --- | --- | --- |
| EXAMPLE **Budget category** | **Formal offer** | **Estimated amount (if no formal offer)** |
| Contributor expenses |  |  |
| Transport |  |  |
| Hotel |  |  |
| Fee/indemnity (following HR guidelines) |  |  |
| Meals with the contributor |  |  |
| Coffee breaks |  |  |
| Administrative costs |  |  |
| Printing/photocopies |  |  |
| Badges |  |  |
|  |  |  |
| TOTAL (< CHF 4000) |  |  |

The organizing committee leader agrees not to exceed the amount awarded and, at the latest one month after the event, to provides the Graduate Campus with:

* a financial report (including original invoices and receipts);
* a summary feedback report by the committee members;
* the list of participants;
* an evaluation of the event by participants (evaluation sheets).

**Place, date and signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**