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# Networking Application and Final Report Form

Please first refer to the programme guide for details of eligible costs and what information is required in the application & final report: http://www.embo.org/documents/YIP/Programme\_Guide.pdf

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| --- | --- | --- | --- | --- | --- | --- |
| **PART A: DETAILS** | | | | | | |
| **Name of Applicant (YIP or IG):** |  | | | | | |
| **This is:** | Application | Final report | | | | |
| ***Category (please see the YIP Programme Guide for a description and rules):*** | | | | | | |
| Institute visit or seminar etc. (max €500) | |  | Joint group meetings (max €1000 per group, 3000 max per meeting) | | |  |
| Local PhD course support (max €500) | |  | Meeting/conference support (€3000-5000) | | |  |
| Lab visiting fellowship (max €1500 | €2200 to Associated Member States) | |  | Meeting participation grant (€500 Europe/ €1200 overseas) | | |  |
| CPS Facilitation (trainer’s fee only) | |  | Childcare support (€500 max) | | |  |
| Sectoral meeting local costs (max €400/ YIP or €600 / YIP + 1 lab member)\* | |  | Lab retreat (max €150 per lab member)  *Please include a list of participants below:* | | |  |
| EMBO press publishing fees (excluding VAT) | |  | EYSF local cost | | |  |
| Interview costs (postdoc/PhD) (€500 Europe/ €1000 overseas) | |  |  | | |  |
| **Start date of networking End date of networking:** | | **Total days** | | | | |
|  | |  | | | | |
| **Name & location of conference / meeting:** | | | | | | |
| **Description of meeting/networking interaction/*list of other participants (if applicable)*** | | | | | | |
| **PART B: COST**– please check estimated costs at application and final costs at the final report submission | | | | | | |
| **These are:** | | | | Expected costs  / Final costs | | |
| **At application:** is an advanced payment required from EMBO YIP? If yes, please fill out PART D, sign and date the form. | | | | Yes  / No | | |
| **At final report:** has an advance been paid by EMBO YIP? | | | | If yes, specify amount paid: | | |
| **Name of expenses (accommodation, registration fee, travel)** | | | | **Spent amount (in original currency)** | | |
|  | | | |  | | |
| **TOTAL:** | | | |  | | |
| **PART C: REPORT** - please provide a brief report on the interaction | | | | | | |
|  | | | | | | |
| *Poster or talk presented at the conference? (for meeting grants only)* | | | | | Yes  / No | |

**To apply for networking support**, please fill in **PART A and B (plus PART D if an advance payment is required)\*\*** with the require information and return this form by email (unless an advanced payment is needed, no signature is required).

**After the networking event a final report is also required:** sections A&B should be updated and **PART C completed.** If reimbursement is required, **PART D** should also be completed and the signed form should be sent by post with original receipts and boarding passes. If an advance was paid – or all receipts are electronic - the signed form can be scanned in and sent by email / fax (with the electronic receipts where appropriate).

**Date:**       **Signature**\*\*\*………………………………………

|  |  |
| --- | --- |
| **PART D: Account details** **/ confirmation** | |
| Full Name: |  |
| Account Holder: |  |
| Name and Address of Bank: |  |
| Bank Account Number: |  |
| Bank Code Number: |  |
| **Swift Code (8 or 11 characters):** |  |
| **IBAN Code/Routing (9 digits):** |  |
| Reference (if requested): |  |
| Currency of account (if not EUR): |  |
| *I certify that I have incurred / will incur the above expenditures while on EMBO business*  **Date:**       **Signature\*\*\* …………………………………………** | |

Comments:

\*Travel claims for sectoral meetings (300 euros / YIP) are submitted separately. Each attending YIP should submit a [Travel Expense Claim](http://www.embo.org/funding-awards/young-investigators/for-current-young-investigators) for their costs (travel for group members is not covered).

\*\*To receive a payment, **this form must be printed and physically signed** (but can then be scanned in to send by email or sent by post with the receipts)

\*\*\*Please note that we cannot accept an image of the signature pasted into the document – if you require payment forms must be printed and physically signed (but can then be faxed or scanned in to send by email or sent by post with the receipts)