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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**\*\*\*………………………………………

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| **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)