# Networking Application and Final Report Form

Please refer to the programme guide for details of eligible costs: <http://www.embo.org/documents/YIP/Programme_Guide.pdf>

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| **Part A | NETWORKING 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  *(max €500)* | |  | Joint group meetings  *(max €1000 per group, €3000 max per meeting)* | | | |  |
| Local PhD course support  *(max €500)* | |  | Conference/meeting organisation support  *(€3000 standard, please see* [*Programme Guide*](https://oc.embl.de/index.php/s/0H1QK9ABP7klPMy) *for extended support eligibility)* | | | |  |
| Lab visiting fellowship  *(max €1500 | €2200 to the Associated Member States)* | |  | Meeting participation grant  *(€2500 per PI/year)* | | | |  |
| CPS facilitation (trainer fees only)  *(Please include a list of participants below)* | |  | Childcare support  *(€500 max)* | | | |  |
| Sectoral meeting local costs\*\*  *(max €400/ YIP or €600 / YIP + 1 lab member)* | |  | Lab retreat (max €200 per lab member)  *(Please include a list of participants below)* | | | |  |
| EMBO press publishing fees (excl. VAT) | |  | EYSF local cost | | | |  |
| Interview costs (postdoc/PhD)  *(€500 Europe/ €1000 overseas)* | |  | Vocational training  *(max €2000 / year)* | | | |  |
| Manuscript/Grant editing services  (*max €1000 per tenure)* | |  | EMBO training courses for staff (trainer fees)  *(Please include a list of participants below)* | | | |  |
| EU Networks | |  | Extended mentorship | | | |  |
| **Start date of networking** |  | | **End date of networking:** |  | **Total days:** |  | |
| **Name of conference/meeting:** | | |  | | | | |
| **Location of conference/meeting:**  **OR Name of the institute for visit/fellowship:** | | |  | | | | |
| **Description of meeting/networking interaction:** | | |  | | | | |
| **List of participants** *(for example for a Lab retreat, Sectoral meeting, CPS workshop):* | | |  | | | | |
| **PART B: | EXPENSES** | | | | | | | |
| **List of expenses** | | | **Estimated or spent amount (in original currency)** | | | | |
| *Accommodation* | | |  | | | | |
| *Registration fees* | | |  | | | | |
| *Travel*  *(please keep your boarding passes for the reimbursement, if travelling by plane)* | | |  | | | | |
| *Other expenses* | | |  | | | | |
| *Catering (for the conferences & meetings)* | | |  | | | | |
| ***TOTAL****:* | | |  | | | | |
| Date: | | | Signature\*\*\* | | | | |

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| **PART C: REPORT** - please provide a brief report on the interaction or any other comments. | |
|  | |
| *Poster or talk presented at the conference?*  *(for meeting grants only)* | Yes  / No |

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| **PART D: Account details** | |
| **Full applicant name (YIP/IG)** |  |
| **Account holder (applicant or institute)** |  |
| **Name and address of bank:** |  |
| Bank account number |  |
| Bank code number |  |
| Swift Code (8 or 11 characters) |  |
| **IBAN** |  |
| Routing code (9 digits) (if applicable) |  |
| Reference (if requested) |  |
| Currency of account (if not EUR) |  |
| I certified that I have incurred / will incur the above expenditures while on EMBO business | |
| **Date:** | **Signature\*\*\*** |

**To apply:** please fill in **PART A and B** and return this form by email, at this stage no signature is required.

**After the networking event:** **section B** should be updated and **PART C – REPORT - 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.**

\*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)

\*\*Travel claims for sectoral meetings (300 euros/programme member) are submitted separately. Each attending programme member should submit a [Travel Expense Claim](https://oc.embl.de/index.php/s/wZiH3vmU8biUzii) for their costs (travel for group members is not covered).

\*\*\*Please note that we cannot accept an image of the signature pasted into the document – payment forms must be printed and physically signed (but can then be scanned and sent by email, including receipts).