# 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. |
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| *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).