# Application for funding for participation in conferences – final application deadline 12 January 2024

Awarded funds are paid out after the final report has been submitted. Deadline for reporting is three months after the end date of the conference stated below. Application forms must be signed by the relevant head of department. Send the application electronically to [medel@diarie.umu.se](mailto:medel@diarie.umu.se), please enter **FS 2.1.6-2145-23** as the subject of the email. Dates must be entered in the format YYYY-MM-DD.

**The form must be filled out correctly for funding to be granted.**

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| **NAME OF CONFERENCE, TRAVEL DESTINATION (city/country):** | | | |
| **Relevant educations:** | **Date of application:** | | **Date of stay/conference:** |
| **Applicant**  **Name**:  **Employment title**:  **Percentage of research**  **within employment (%):** | | **Department:** | |

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| **Funds applied for (actual costs including university-wide and faculty-wide costs, UGEM and FGEM)** | **SEK** |
| Conference fee |  |
| Travels, UGEM[[1]](#footnote-1) and FGEM included (31,0 %): |  |
| Accomodation, UGEM1 and FGEM included (31,0 %): |  |
| **Total:** |  |

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| **Signature by the head of department**  **To be signed online via eduSign,** [**https://edusign.sunet.se/**](https://edusign.sunet.se/) |

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| **CONFERENCE:** *Describe the purpose of the conference. Motivate how experiences and new knowledge from the conference can be useful for the faculty’s foundation year programme, or first and second-cycle level educations. Account for the conference setup or programme and link to the conference website, if available. State if you are planning on holding a presentation in some form. (Maximum one page).* |

1. The estimation of costs must include direct costs as well as university-wide costs (*universitetsgemensamma kostnader*) regarding salary and external operating costs. Granted funds must cover costs for the core activities of the initiative and supportive functions (university-wide and faculty-wide). University-wide costs – UGEM for 2024: 23.8%. Faculty-wide costs – FGEM for 2024: 7.2%. [↑](#footnote-ref-1)