

**U Bremen Research Alliance Conferences**

Title: [English Title]

**Implementation period: [Month Year – Month Year] Applicants/co-applicants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **Title** | **Name** | **E-Mail** | **Fixed-term contract?**(*please specify date)* | **Applicant/co- applicant** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*Your proposal can be in English or in German.*

1. Summary of the research conference (English or German)

(at most 2,000 characters, including spaces)

[text]

1. ***Description of preliminary work done on the research topic/research project (at most 2,000 characters, including spaces)***

[text]

1. ***Description of research topic/research project and the expected added value of cooperation (at most 2 pages, margins 2.5 cm, Arial 11pt, line spacing 1.15)***

[text]

1. ***Description of the U Bremen Research Alliance Conference (at most 2 pages, margins 2.5 cm, Arial 11pt, line spacing 1.15)***

[text]

1. **Outlook for planning / follow-up of the project after the conference**

 (at most 3,000 characters, including spaces)

[text]

1. **Procedure for addressing and selection of conference participants
 (at most 2,000 characters, *including spaces*)**

[text]

1. **Involvement of early career researchers *(at most 2,000 characters, including spaces)***

[text]

1. Budget Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Position* | *Funding* | *Self-funding* | *Third-party funding* | *Total amount* |
| *Support staff* |  |  |  |  |
| *Accommodation costs* |  |  |  |  |
| *Travel costs**(specify where possible)* |  |  |  |  |
|  |  |  |  |  |
| *Event costs (specify where possible)* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *…* |  |  |  |  |
| *Miscellaneous costs (specify where possible)* |  |  |  |  |
| *…* |  |  |  |  |

1. **Participating cooperation partners**

*Please name all the cooperation partners involved in the proposed conference (organizational units/individuals within the university/non-university research institution and external/international partners).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution/ organization | Organizational/work unit | Internal | External | Name of person | Responsi-bility |
| [NAME] | [e.g. institute, department/Faculty] | [Yes / No] | [Yes / No] | [Academic title, first name, last name] | [If possible,please describe the person’s area of responsibility ] |
|  |  |  |  |  |  |

1. Declaration specifying U Bremen Research Alliance as supporter of the conference

In the event that funding is granted, the persons and institutions submitting the application for funding undertake to act as organizers and to publicize the research conference under mention of the U Bremen Research Alliance:

“U Bremen Research Alliance Conference in/on…”

|  |  |
| --- | --- |
| Name; Institution | Date |

|  |  |
| --- | --- |
| Name; Institution | Date |

|  |  |
| --- | --- |
| Name; Institution | Date |

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| --- | --- |
| Name; Institution | Date |