*By signing this form, you declare that you fully comply with the eligibility requirements for GSTS financial support for research stays, as outlined on the* [*website*](https://phd.tech.au.dk/for-phd-students/going-abroad/mobility-grants/)*.*

*Your main supervisor must approve the application by signing page 2.*

|  |  |  |
| --- | --- | --- |
| **Applicant’s name:** |  | |
| **PhD programme:** | *Choose PhD programme* | |
| **Duration of stay(s):** | **From (dd-mm-year):** | **To (dd-mm-year):** |
| **Visiting institution(s):** |  | |
| **Amount applied for (DKK):** | Max. DKK 6,000  Max. DKK 12,000  Max. DKK 18,000 | |
| **Short description of purpose of the research stay(s):** | | |
|  | | |
| **Regarding reimbursement for AU employed PhD students:  Choose A) or B) – *see below*** | 1. **B)** | |
| **Date and applicant’s signature:** |  | |
| **NB! Regarding reimbursement in RejsUd** (Aarhus University travel and expense system)**:**  ***For PhD students not employed at Aarhus University*** (for example 3+5/4+4 PhD students before obtaining a Master’s degree), the grant will be given as expense reimbursement claim (in Danish: Udgiftsafregning) in RejsUd.  *This means that all receipts for the reimbursable expenses must be kept and uploaded when making the reimbursements.*  ***For AU employed PhD students***, ***the grant will be given in one of two ways:***   1. Daily/hourly allowance (in Danish: time-dagpenge) in RejsUd This type of reimbursement cannot be claimed in advance. Daily/hourly allowances can only be claimed once a month for the past month abroad. 2. Expense claim reimbursement (in Danish: Udgiftsafregning) in RejsUdAll receipts for the reimbursable expenses must be kept and uploaded when making the reimbursements.   *Therefore, if you are an AU employed PhD student, please choose either A or B above in the box.* If you’re an AU employed PhD student and fail to choose either A og B, or if you mark both A and B, then the grant will be given as daily/hourly allowance.  For questions regarding reimbursements and general information on travels as an employee at Aarhus University (including how to create a profile in RejsUd, and Aarhus University’s travel policy), please consult the AU staff service page on travel booking and expense reimbursement [at this link.](https://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/) | | |
| **Main supervisor’s approval:**  The research stay is approved and recommended by the main supervisor. | | |
| **Name of main supervisor:** |  | |
| **Date and main supervisor’s signature:** |  | |

**Budget – research stay abroad**Please fill out the budget form below where applicable for your application. Please DO NOT change or add any topics to the list. *Preferably, your stay should be abroad, but it is also possible to apply for support for a stay in Denmark. If your stay takes place in Denmark, please complete the budget form on page 3.*

|  |  |
| --- | --- |
| **Expenses** | **DKK** |
| Return plane ticket |  |
| Housing expenses at the destination |  |
| Food |  |
| Public transportation to and from the airport |  |
| Attendance fees for conferences (during the stay abroad) |  |
| Materials for research conferences (during the stay abroad) |  |
| Visa |  |
| Participation in courses at PhD level and of relevance to the PhD project while abroad (the courses must be pre-approved by the main supervisor) |  |
|  | |
| **Total:** |  |
| **Applying for (DKK):** |  |

Please send the application and budget to the Graduate School of Technical Sciences at [GSSTgrants@au.dk](mailto:GSSTgrants@au.dk).

**NB! Other financing sources (i.e. other funds/projects/department/supervisors grants) must not cover the same expenses as those applied for in this GSTS grant application.**

The GSTS does not support the following expenses:

* Expenses usually covered by yourself cannot be reimbursed (e.g. laundry, daily transport etc.)
* Travels in your own car
* Insurances (for travel insurance, please consult the [AU staff service page on travel insurance](https://medarbejdere.au.dk/en/administration/finance/travel-booking/travel-insurance) and the [GSTS insurance guide](https://phd.tech.au.dk/for-phd-students/rules-regulations/insurance-guide-incl-travel-insurance-for-phd-students)).

**Important if you are employed and planning a stay abroad**Due to Danish legislation, you must inform your PhD partner, when your stay abroad exceeds four consecutive weeks. In order for GSTS to draw up an Addendum to your Employment letter, please [complete this form](https://phd.tech.au.dk/fileadmin/phd-nat-tech/Forms_and_templates/GSTS_Form_regarding_active_research_environment_change_with_a_duration_of_four_consecutive_weeks_or_more_01.pdf) and send it to [your PhD partner](https://phd.tech.au.dk/about-us/contacts) no later than 2 weeks before the start of your stay abroad.

**Budget - research stay in Denmark**

If your research stay takes place in Denmark, please fill out the budget form below where applicable for your application. Please DO NOT change or add any topics to the list.

|  |  |
| --- | --- |
| **Expenses** | **DKK** |
| Housing expenses at the destination, if you have additional accommodation costs during the period – see example on the [website](https://phd.tech.au.dk/for-phd-students/going-abroad/mobility-grants/). |  |
| Daily transportation costs, if you incur additional expenses during the period – see example on the [website](https://phd.tech.au.dk/for-phd-students/going-abroad/mobility-grants/). |  |
| Attendance fees for conferences (during the stay) |  |
| Materials for research conferences (during the stay) |  |
| Participation in courses at PhD level and of relevance to the PhD project during the stay (the courses must be pre-approved by the main supervisor) |  |
|  | |
| **Total:** |  |
| **Applying for (DKK):** |  |

Please send the application and budget to the Graduate School of Technical Sciences at [GSSTgrants@au.dk](mailto:GSSTgrants@au.dk).

**NB! Other financing sources (i.e. other funds/projects/department/supervisors grants) must not cover the same expenses as those applied for in this GSTS grant application.**

The GSTS does not support the following expenses:

* Expenses usually covered by yourself cannot be reimbursed (e.g. laundry)
* Insurances (for travel insurance, please consult the [AU staff service page on travel insurance](https://medarbejdere.au.dk/en/administration/finance/travel-booking/travel-insurance) and the [GSTS insurance guide](https://phd.tech.au.dk/for-phd-students/rules-regulations/insurance-guide-incl-travel-insurance-for-phd-students)).