**RTG 2386 Travel Grant Application**

***This section to be filled in by Doctoral Candidate----------------------------------------------------------------------------***

*Notes:*  
1. Please **attach** to this application only the relevant pages of conference programs, showing **dates,** **location**, **start/end of conference,** andyour **contribution/session in the program**, if applicable.

2. **Links** to conference webpages and pdf files with extensive conference programs will not be accepted.

3. Please do **not** **send** lots of **separate files** but compile into one or two pdfs, as suitable.

Name of Supervisor:

Name of Doctoral Candidate:

Title of meeting/conference:

Conference Organizer:

City:

Exact dates and times of **travelling** (*e.g., 13 Jan 2022, 16:00 - 17 Jan 2022, 19:00*):

Exact dates and times of **conference** (*e.g., 14 Jan 2022, 9:00 -- 16 Jan 2022, 18:00*):

(a) Are you planning this trip in connection with a **vacation** (max. 5 working days)? YES/NO

(i) If Yes, attach a **day-by-day list**, specifying all travel days, conference days, and vacation days.

(ii) If Yes, attach documents showing that your trip will not become more expensive because of the added days for your vacation (price comparisons of comparable flights and travel times).

(b) Describe the **particular relevance** of this trip for your research project (at least 100 words):

(c) Please **attach** conference information **relevant** to the granting process (see above).

(d) Your **contribution**: Poster or Talk

(e) Include with your documents the conference organizers’ **acceptance letter** for your poster or talk.

**COSTS\***

|  |  |
| --- | --- |
| **1. Flights:** Airport X – Airport Y  **2.Total number** of flight hours (outbound and return) – **Europe**\*\* (check your flight hours: <https://flugzeit-rechner.de/>) **3. Calculate CO2**: [https://klimaktiv.co2-rechner.de/de\_DE/mobility-flight#panel-calc](https://klimaktiv.co2-rechner.de/de_DE/mobility-flight%23panel-calc) | –       hrs       tons |
| **1. Flights:** Airport X – Airport Y  **2. Total number** of flight hours (outbound and return) – **Transcontinental\*\*** (check your flight hours: <https://flugzeit-rechner.de/>) **3. Calculate CO2:** [https://klimaktiv.co2-rechner.de/de\_DE/mobility-flight#panel-calc](https://klimaktiv.co2-rechner.de/de_DE/mobility-flight%23panel-calc) | –       hrs       tons |
| **1. Rail:** Rail station X – Rail station Y  **2. Total number of kilometers** (outbound and return) (check your kilometers: <https://www.umweltmobilcheck.de/>)  **3. Calculate** Tons CO2 used / Tons CO2 saved: [https://klimaktiv.co2-rechner.de/de\_DE/mobility-flight#panel-calc](https://klimaktiv.co2-rechner.de/de_DE/mobility-flight%23panel-calc) | –       kilometers       tons /      tons |
| **Travel total** (without adding CO2 calculations) | € |
| **Accommodation total** | € |
| *Number of nights / Accommodation per night* | No / *€/night* |
| **Conference fee** | € |
| **Other costs** (please specify) | € |
| **Total sum requested from RTG** | **€** |

*\* DFG and the German Federal Environment Agency require Gold Standard certificate vendors. Quality certificates cost at least* ***30€/ton CO2****. (E.g., the Gold Standard tree sellers* [Bauminvest](https://bauminvest.de/) *sell their certificates at €31/ton CO2). In implementing CO2 compensation, the DFG follows the approach of the German government. This means that the emissions generated by air, car and rail travel are determined using a CO2e calculator recommended by the Federal Environment Agency. The term CO2e (CO2 equivalent) is used as a unit of measurement to standardize the climate impact of the various greenhouse gases. One CO2 certificate can be purchased for each ton of carbon dioxide equivalent emitted. These certificates must come from projects that have been certified under UN rules under the Clean Development Mechanism (CDM) or meet equivalent standards. (At the Federal Environment Agency, it specifically says: Gold Standard).* – *The* Bundesreisekostengesetz BRKG *(Federal Travel Expenses Act) and the uses and implementation provisions in the form of organizational guidelines apply to this application.*

*\*\* There are different emissions and costs to be calculated per ton European and Transcontinental flights.*

***Additional Notes to Doctoral Candidate----------------------------------------------------------------------------------------***

*1. With your reimbursement application you will have to supply a conference/workshop/lab visit report of no less than 500 words or your poster (pdf file) or your talk slides. Reimbursements for travel/conference fees are strictly only possible within six months of travelling/attending (cf. BRKG)!*

*2. You are obliged to hand in and get signed (by your supervisors) a separate Dienstreiseantrag valid for your university - even if the RTG 2386 will finance your trip!*

***This section to be filled in by Supervisor ---------------------------------------------------------------------------------------***

**Confirmation by supervisor that they strongly support this conference participation.**

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Date, Signature of Supervisor