#  **Application form for activities in 2020 OJO funding for educational/scientific/professional development activities for PhD’s and postdocs organised by scientific associations and expertise centres.**

 *Submission date of this form: xx/xx/xxxx
Name of the submitting organisation:
Name contact person:
E-mail contact person:
Telephone number contact person:*

1. Description of the activity

*(Also the title, provisional program and possibly the names of the invited speakers can be filled out here if this information is already available. If this event already took place in previous years, please include here the program and the number of participants (total and number of Flemish PhD’s/postdocs.)*

1. Target group and estimated number of participants

*(It is obligatory to obtain participation of young researchers of at least three Flemish universities and preferably of all five.)*

1. When will the activity take place?
2. Where will the activity take place?
3. **Overview of estimated costs – Please provide a detailed budget**\*

|  |  |  |
| --- | --- | --- |
| **Budget item** | **Financing source** | **Estimated cost (euro)** |
|  |  |  |

*\* Please keep in mind the following rules:*

* *Honorarium/speaker fee for guest speakers: max. 250 € per speaker*
* *Hotel/sustenance costs for guest speakers: max. 250 € per day.*
* *It is not allowed to pay a honorarium/speaker fee to speakers affiliated to a Belgian university.*
* *Catering will not be reimbursed*
* *The maximum budget that will be reimbursed is 5.000 € per day for a one-day event and 8.000 € per day for an event of two or more days.*
* *As regards air travel, only economy class flights are reimbursed. For reasons of sustainability, air travel will not be reimbursed for travel distances below 500 km (or travel time less than 6 hours over land). In these cases another means of transport needs to be chosen.*
* *Original invoices need to be submitted for the reimbursement of travel and hotels costs.*