



Application form for initiative grants

Details of the applicant / the applicants	
Name of the applicant	
Function of the applicant	
Faculty	
Institute / Department	
Period and duration of the research project	
Costs necessary to realise the project (attach statement of cost; in case of travel expenses max. within the limits stipulated by the German Travel Expenses Act and the Travel Expense Regulation)	
Contact: email address and phone number	
Details of the partner institution	
Name of contact person (Faculty member at the partner university)	
Function of contact person	
Partner institution	
Faculty	
Institute / Department	
City, country	
Contact: email address and phone number	

Information about the collaboration to date

<p>1. Academic exchange to date (mobility)</p> <p>Name, department(s), duration, frequency, type and scope of financing etc.</p>	
<p>2. Research contacts to date</p> <ul style="list-style-type: none">- joint research projects- joint publications <p>(include attachment, if applicable)</p>	
<p>3. Joint academic activities</p> <ul style="list-style-type: none">- joint degree programmes- jointly organised Summer Schools, workshops- joint e-learning seminars- joint study trips/excursions	
<p>4. Formalising the collaboration</p> <p>- e.g. MoU, written agreement etc. (include attachment, if applicable)</p>	
<p>5. Major benefit gained from joint international activities to date</p>	
<p>6. Additional planned activities with the partner institution</p>	
<p>7. Co-financing by the partner institution or other external financing sources, e.g. DAAD, the institute (yes / no, funding amount)</p>	



Description of the initiation visit

Please follow the key points listed below in your description of the project:

1. Subject matter and objectives of the visit to the partner institution

2. Detailed schedule of the visit to the partner institution

3. Reasons for choosing the partner institution

4. Expected added value gained from the visit to the partner university
(initiation/continuation of joint research activities, teaching collaborations, increased mobility,
e.g. student exchange etc.)

5. Plans of involving students in the collaboration

6. Relevance for the institute's/the faculty's international profile

Place, date

Signature of the applicant

Place, date

Signature and seal of the Dean's Office



Results report for initiative grants

After the completion of your visit, 2 months after your return at the very latest, you will be required to submit a results report. Please use the following questions for your report:

1. Briefly outline the measures you have undertaken and point out the most important findings and results:

- Travel schedule, progress, important talks,
- use of monies
- Results for research and academia at the institute / the faculty / the RUB / students etc.

2. Were the subject matters covered and the objectives met during the visit to the partner institution? Was the visit a success with regard to the initiation / continuation / fostering of the relationship with der the partner university?

- Crucial findings
- Missed or changed objectives
- Results relevant for future involvement of students

3. Which other measures should be undertaken next? Please outline the sustainable effects of the measures covered in the application:

- Further travels
- Contracts / agreements
- Student exchange, joint academic activities (research-oriented short-term projects, lab internships, research internships, Summer Schools, etc.)
- Joint workshops, conference participations or publications, project proposals
- Research opportunities for RUB students at the partner university, supervision of students from the partner university in research project X

4. Please describe the objectives for future collaboration. What kind of assistance would you like to receive?

- Regular activities
- Short-term, medium-term and long-term objectives
- Required monies, resp. required support and guidance
- On the part of RUB, inSTUDIESplus, the faculties, the International Office or other bodies

5. Please give us your feedback on the initiative grant scheme:

- Experience with application
- Experience with planning and realising the project
- Comments re: invoicing and administrative execution
- Suggestions for modifications of the grant application process

Place, date

Signature of applicant

Please submit your report in a PDF document to LabExchange Manager, Dr Sonja Yeh:
sonja.yeh@rub.de.