# **Application form for activities in 2024 OJO funding for educational/scientific/professional development activities for PhD’s and postdocs organised by scientific societies.**

*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 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). Please indicate the category/categories, listed in the attached document, into which this activity fits.)*

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**\*

*(We ask that you provide below a* ***complete*** *listing of all funding sources for the planned activity. Important: This grant may not be combined with other funding awarded by local Doctoral Schools).*

|  |  |  |
| --- | --- | --- |
| **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.*
* *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.*
* *Catering costs can be reimbursed for a maximum amount of 20€ per participant per day, which can be used for lunch and (maximum two) coffee breaks (no dinners or receptions).*
* *In principle venue costs are not reimbursed, unless one can justify why it is difficult to hold the event in a freely available venue (at a university). The maximum amount set is 500€ per half day / 1000€ per day.*
* *Printing and promotional material: this cost should be minimized. A minimal amount may be eligible for reimbursement, this will be reviewed ad hoc.*
* *Scholarships will not be reimbursed.*