

For each application for a FCWO travel grant the applicant has to send his completed application to [marleen.vlaeminck@UGent.be](mailto:marleen.vlaeminck@UGent.be) ; cc to its own secretariat.

Thus, the secretariat has an overview of the pending applications (important to recover the costs). Marleen Vlaeminck ensures that the application is dealt with at the next meeting of the department board and is sent after approval to the dean's office.

To be clear: DO NOT send it directly to Sofia De Sutter!