



Travel Grant Application SGRRC

Email to marietta.straub@chuv.ch and tilman.laepchen@insel.ch

Surname and name of applicant:			
Institute address		Home address	
E-mail		Phone	
TOTAL AMOUNT REQUESTED from SGRRC program. (Max. CHF 1000 per person per year)			CHF
List of expenses (registration fee, travel costs, accommodation)			
Name of event			
Venue and date			
Own contribution	☐ Poster	☐ Talk	☐ Other (justify)
Reason for travel, importance for own research			
Other financial contributions (name of foundation, sponsor)			
Bank details of Person/Institute that should be refunded (Name and address of bank, IBAN number including BIC or SWIFT code)			

Conditions for Reimbursement of Travel Expenses

- Only SGRRC Members can apply (you must be member the year the event takes place).
- Maximum sum of reimbursement is 1000 CHF per grant (amounts can vary depending on contribution).
- Only travel expenses for congresses and symposiums can be reimbursed.
- Members can apply once per calendar year.
- Members are required to actively contribute to the meeting (poster, talk etc.)
- Deadlines for applications are **1st of March / 1st of June / 1st of September / 1st of December**
- Applications (travel grant application form including all supporting data, e.g., abstracts for poster/oral presentation) are to be handed in prior to the journey, considering the respective deadline.
- Only economy class flights and 2nd class railway tickets will be reimbursed.
- **Original travel tickets** (e.g. boarding passes) **and invoices** must be handed in upon return. Please send them to tilman.laepchen@insel.ch and f.gygax@spital.so.ch.
- The decision will be communicated to the applicants 2-3 weeks after the corresponding application deadline.
- Reimbursements will be made **after the journey upon receipt of the original tickets**.

Selection criteria

- The selection committee is composed of two members of the SGRRC board.
- Only applications received prior to the deadlines will be considered.
- Relevance/Importance of the meeting for the applicant's project
- Scientific contribution

Date

Signature of applicant

I support the application for travel reimbursement.

Date

Signature of Principal Investigator

Title and Abstract (provide details on your own contribution)