

## Application form for participation support

This is an application form for PhD students in the Climate Research School requesting support to participate in a conference or course related to climate.

If attending a conference, you are only eligible for support if you give an oral or poster presentation.

- Please send the application to the Climate Research School (CRS) by email to [bolincrs@su.se](mailto:bolincrs@su.se) and state "CRS support + *your name*" in the subject heading.
- Application deadlines are **March 1** and **October 1**.
- The maximum funding per person is 5000 SEK. **However, if you travel by train, you are welcome to apply to the CRS for the entire cost of the activity.**
- If approved, the requested amount will be reimbursed after participation.
- See next page for instructions on how to purchase travel and lodging and how to get reimbursed.
- By accepting a grant from the Bolin Centre you agree to present your findings at the Bolin Days in November.
- Bolin Centre funds must be used for the activity for which they were requested and funds must be claimed by the end of the year after the year in which you were granted the award.

## Personal information

Family name:

Given name:

Affiliation:

E-mail:

PhD studies start date:

Name of supervisor:

## Course/conference information

Title of course/conference:

Specification of your contribution:

Course/conference period:

Destination of the trip:

Specification of expenses:

**Amount requested (SEK):**

Please turn over ->



Stockholm  
University

## Specification of attachment

The Bolin Centre requires a letter of support from your supervisor. An email will do, but it should be sent at the same time as your application.

## How to purchase your travel and lodging

In order to get reimbursed for your expenses you must book your travel and accommodation using the SU procured travel agency Egencia: (<https://www.su.se/medarbetare/anst%C3%A4lld/resor/resor-och-kontaktuppgifter-egencia-1.429962>). The only exception is rail travel in Sweden which can be booked directly with SJ.

## Reimbursement

The Bolin Centre requires that all reimbursement claims are enter into the Primula system.

Account code (Kontering): **464000**

Project (Projekt): **300000941**

Note that you have to attach a scanned copy of all receipts in Primula before you submit your claims

You also have to hand in a signed copy of the claim with the original receipts to **Schauki Karim** (IGV - Room S229).

Claims must be submitted no later than 1 month after finishing the conference/course.