**Application to Aii Doctoral Program for funding of PhD learning activities and events, such as workshops, mini-symposia, seminar-series, and book clubs**

The Aii Doctoral Program is in addition to doctoral courses, supporting faculty- and PhD students-led educational activities such as: thematic workshops, mini-symposia, seminar-series, book clubs, career events, colloquia, *etc.* To apply for funding, please consider the *General information* below and provide answers to the specific questions in the enclosed form.

## General information

To be eligible for funding by the Aii Doctoral Program, the event should have a clear educational value and should actively engage PhD students. Attendance is not restricted to PhD students, and other participants, such as MSc students, postdoctoral research fellows, researchers, and other professionals are all welcome to participate. However, a fair number of participants should be PhD students at KI. The event should be open for all PhD students at KI (not restricted to one department, research constellation, or research group) and advertised *via* the KI Inflammation and Immunology (KiiM) network e-mail list (<https://ki.se/en/research/kiim-email-list>). Advertisement using the KI Calendar (<https://news.ki.se/ki-calendar>) is also recommended. Funding is generally approved in the range of 5000 – 35 000 SEK for workshops and symposia but organization of events which exceeds the indicated upper funding limit can be discussed with the Aii steering group.

After the event, the organizers are required to perform an evaluation of the activity using the Mentimeter template. After the event, the organizer should also fill out the “Activity analysis” form to summarize the event and send to Aii together with the results from the evaluation.

More information on activity evaluation and reporting can be found at: <https://staff.ki.se/activity-evaluation-and-analysis>

More information on arranging educational activities and events for doctoral students can be found at: <https://staff.ki.se/arranging-doctoral-education-activities>

**Send your application to:**

Caroline Grönwall (AII Chair), [caroline.gronwall@ki.se](mailto:caroline.gronwall@ki.se)

Karine Chemin (AII Coordinator), [karine.chemin@ki.se](mailto:karine.chemin@ki.se)

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## Name of event:

## Organizer name & email contact:

## Purpose/Aim:

*One to two sentences summary of the aim of the activity with focus on its relevance for the PhD students’ education.*

## Description:

*Short summary of the aims and plans for the event and outcomes for the students (max ½ A4).*

## Estimated number of planned attendees:

*PhD students, postdocs, and others*

## Entry Requirements:

*Is the event open, open for all who have registered, or do the participants need to meet requirements in terms of knowledge? Describe the selection process in case that the number of attendees is limited (e.g. motivation letter; first come, first served basis, etc.).*

## Planned student engagement:

*Will PhD students present data or posters, take part of active discussions, networking, practical exercises, or similar?*

## Tentative event date:

## Preliminary program:

## Preliminary budget:

*Specify the estimated total costs, e.g. traveling and accommodation costs for invited speakers, lecture hall booking, refreshments, instrument use fee, organizers’ time etc. Do not forget to include INDI costs at your department.*

## Funding from Aii that you are applying for:

## Additional information: