Submitted to:

Decision Board for the TA Fund

TA-fonden@ki.se

|  |  |
| --- | --- |
| Applicant name and title |       |
| PhD Graduate | [ ]  Yes [ ]  No |
| **Institution and workplace address** |       |
| **Email address** |       |
| **Name and time of event** |       |
| **Purpose of participation** |       |
| **Programme/offer attached** | Annex no.:      |
| **State whether you will be presenting anything at the event. e.g. Abstract/Poster/Oral presentation****Subject and type of presentation:** | [ ]  Yes [ ]  No Annex no.:            |
| **Cost calculation in Swedish kronor (SEK)****NOTE! Contributions are not made to the sustenance and accommodation.** | Travel: |       |
| Hotel: |       |
| Reporting fee: |       |
| **Total:**  |  |
| **E-mail address to financial accountant:** |       |
| **Certification with justification from project manager/research manager/head of unit/equivalent must be attached.** | Annex no.:       |
| **Applicant E-signature:** |  |
| **Approval by E-signature of unit head/head of department or equivalent that the institution will cover the remaining costs**  | Unit head/head of department/equivalent signature and name in print  |
|  |

***Contributions may be made up to half of the total cost, however to a maximum of SEK 10,000 per applicant.***

***NOTE! Incomplete applications will not be considered!***

Application deadlines, last submission dates: 15 February, 15 May and 15 October.

Those who are eligible to apply are employees of Karolinska Institute who are technical/administrative staff (TA staff).

Registered doctoral students are not eligible to apply.

Grants may be given up to half the total cost (not for the sustenance and accommodation allowance), however to a maximum of SEK 10,000.

Grants will be provided under the condition that the department is responsible for the remaining costs.

Grants will not be given for courses.