

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.

Please note that if you are attending a conference and **applying for support**, you will only be 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 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.** Support can only be used for travel, accommodation and conference or course registration costs. Support cannot be used for food or daily allowance. If you choose to travel by train, you may be eligible for a full refund of the total costs, even if it exceeds the maximum funding amount per person.
- Please refer to the next page for instructions on how to purchase travel and lodging, as well as 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 following 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 ->



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 Amex GBT: (<https://www.su.se/medarbetare/anst%C3%A4lld/resor/boka-resor-online/boka-resor-med-amex-gbt-1.684980>).

Reimbursement

You can use the following information to pay for your expenses after you get the invoice or get reimbursed after claims are entered into the Primula system:

Account code (Kontering): **463330**

Project number (Projekt): **30002793**

For all types of expenses, the best option is to send an invoice to the Department of Physical Geography, Stockholm University. The link below is meant to be a guideline for the supplier to create an invoice. In the case it's not possible at all please ask the supplier to contact **Ibrahim Mohamad** (NG – Room T403, ibrahim.mohamad@natgeo.su.se) or the business administration at your institution.

[Invoices, payments and e-commerce - Stockholm University](#)

In case the total costs are not covered by the amount granted by the Bolin CRS you need to make sure that the difference is going to be covered by your institution before you book the expenses.

For expenses that are claimed via Primula, follow the routines that are done at your department. Note that for reimbursement via Primula you have to attach a scanned copy of all receipts. You may also have to hand in a signed copy of the claim with the original receipts to **Ibrahim Mohamad** (NG – Room T403, ibrahim.mohamad@natgeo.su.se).

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