

## Funding Request

Applicants:

Work address:

Doctoral students should also provide the following information:

Matriculation number:

First supervisor:

I / we request funding in the amount of

CHF.

**Funding will be used for (please tick the appropriate box):**

Guest lecture ☐

Workshop ☐

Conference ☐

Other (please specify) \_\_\_\_\_

**Required documents:**

	Guest Lecture	Workshop	Conference
Concept		✓	✓
Brief motivation (if not stated in the concept) and introduction of the invited lecturer(s)/speaker(s)	✓	✓	✓
Brief overview of all organizers	✓	✓	
Finance plan	✓	✓	✓
Brief statement from the first dissertation supervisor	✓	✓	✓
Call for Papers			✓
If appropriate: acknowledgement of outside funding	✓	✓	✓

**If appropriate, please register here if you have received funding through the doctoral program in the past** (date of approval, project, applicants, amount of funding in CHF):

Place and date:

Signature(s):

Other attachments:



## Fact Sheet FUNDING REQUEST Guest Lecture/Workshop/Conference

### Deadline for the Submission of Funding Requests

For events between 01 February and 31 July, applications need to be submitted by 31 January.  
For events between 01 August and 31 January, applications need to be submitted by 31 July.

### Budget for Guest Lectures

- Fee per lecture: 300.- CHF.
- Expenses (travel and overnight stay) per lecturer: max. 500.- CHF.
- Expenses for joint meals: per organizer and speaker either max. 80.- CHF for a joint dinner or max. 40.- CHF for a joint meal.
- Please request a receipt for these amounts (or advance the money yourselves) and submit the original bill, together with an indication of all participants, to the coordinator.

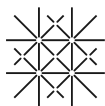
### Budget for Workshops

- Fee per day: max. 600.- (standard rate 500.- CHF).
- Expenses (travel and overnight stays) per speaker: max. 600.- CHF.  
The hotel bill can be sent directly to the coordinator; travel expenses and fees must be submitted via the Fees and Expenses Claims form from the university's department for financing and controlling.
- Expenses for joint meals: See 'Budget for Guest Lectures'.
- Other expenses (e.g. printing costs, coffee breaks): max. 150.- CHF.

### Budget for Conferences

- Conferences are only funded if they are explicitly thematically linked to the research interests represented by the HPSL and its researchers.
- In conflicting situations, workshops have priority funding over conferences.
- Fee: Apart from valid exceptions (external researchers who do not usually attend conferences for/by young researchers) there can be no fee for lecturers. The highest possible fees for such researchers are max. 1'000.- CHF/person, max. 2'000.- CHF/conference (standard rates: 300.- CHF/talk; 500.- CHF/course).
- Expenses for outside lecturers (travel, overnight stays, meals): max. 600.- CHF (to be treated as a mean sum, differences are possible)
- Expenses for lecturers affiliated the University of Basel (travel, meals): max. 80.- CHF (to be treated as a mean, differences are possible)
- Other (e.g. printing costs, conference folders, name tags, coffee breaks): max. 500.- CHF.

All requests have to be addressed to the coordinator\*. Requests will only be processed if the form Funding Request is used and a detailed statement of costs is included (see sample on the following page).



## Statement of Costs (Sample)

**Guest Lecture/Workshop/Conference: "Title" – Applicant(s)**

	budgeted	used**	further comments
Fees	CHF	CHF	
Travel expenses	CHF	CHF	
Subsistence expenses	CHF	CHF	
Joint meals	CHF	CHF	
Coffee breaks	CHF	CHF	
Total	CHF	CHF	

\* Address of the coordinator:

Dr. Philipp Dankel

Koordinator HPSL Basel Freiburg & MSG Sprache und Kommunikation

c/o Englisches Seminar

Nadelberg 6

CH-4051 Basel

\*\* Note: The column "used" is to be filled in only upon submitting the final account after the event.