Call for Faculty Short Visits

# APPLICATION FORM

CIVICA faculty and postdoctoral researchers are invited to participate in the Faculty Short Visits Scheme and take advantage of the opportunity to visit other CIVICA members.

## **Section 1 – Information about the applicant and his/her eligibility**

|  |  |
| --- | --- |
| Family name, first name |  |
| Nationality |  |
| Gender |  |
| CIVICA Home Institution (sending institution) |  |
| CIVICA Host Institution |  |
| Name of the person/unit hosting a visit |  |
| Planned date of the visit |  |
| Number of nights  |  |
| Do you have a faculty/postdoc contract at your home institution now? (yes-no) |  |
| Will you have a faculty/postdoc contract at your home institution at the time of the visit? (yes-no) |  |

**Section 2 – Describe the purpose of your visit** (max. half a page)

The template below is provided only for guidance. It may be modified as necessary and appropriate.

* **ACTIVITY 1**

|  |  |
| --- | --- |
| Date of the planned activity (e.g a talk) |  |
| Brief description of the activity (e.g. title / abstract, etc.)  |  |

*Add rows as necessary*

* **ACTIVITY 2**

|  |  |
| --- | --- |
| Date of the planned activity (e.g a workshop for PhD students or meetings with faculty) |  |
| Brief description of the activity  |  |

*Add rows as necessary*

***Add further activities as necessary***

**Section 3 – Details of the planned travel**

Please provide estimates for travel and accommodation costs for the duration of your stay. The duration of your stay should be commensurate with the duration and/or number of activities planned. Revise & resubmit may be requested by your own institution as a condition of approval.

|  |  |
| --- | --- |
| Travel dates and estimated cost |  |
| Accommodation – estimated cost |  |

**Section 4 – Checklist of files to be attached**

* **Letter of invitation (email) from the CIVICA host institution**

(Including the name of the host faculty/department, confirming the planned activities)

* **CV**