**SUPPORT REQUEST FORM**

**FUNDING FOR SCIENTIFIC EVENTS**

***(Colloquia, seminars, workshops, training, etc.)***

*The application can be prepared in French or English.*

*The final document must not exceed 5 pages.*

**Important - Note for applicants:**

* Applicants agree to the general terms of the PAA, notably the terms and conditions of financing.
* Applications must be received before the deadline and following the schedule indicated in the terms.

**APPLICANT**

|  |  |
| --- | --- |
| **NAME and first name of the applicant** |  |
| **Email(s)** |  |
| **Telephone number(s)** |  |
| **CeMEB unit** |  |

**DESCRIPTION OF THE EVENT**

**TITLE OF THE EVENT**

FRENCH

ENGLISH

**SHORT PRESENTATION** IN ENGLISH (10 lines; will be used for dissemination on the LabEx website):

**DATE(S): PLACE:**

**COMPOSITION OF THE TEAM ORGANISING THE EVENT**: (NAMES, affiliation and emails):

**WEBSITE** (if any):

**DESCRIPTION OF THE EVENT**(1 to 2 pages)**:**

**Objectives:**

**Content (include the final or provisional programme in the final document):**

**Speakers contacted (distinguish between members of the CeMEB community and others):**

**Target public (within the CeMEB community and more generally):**

**Approximate number of attendees expected:**

**Contribution of this event and added value for the CeMEB community:**

**For events which are not in the Montpellier surroundings (type b):** please describe the media or political aspect of the event, or its general interest finality

**DETAILED BUDGET**

|  |  |  |
| --- | --- | --- |
| **CEMEB SUPPORT : DETAILED COSTS**  **Compulsory** (add line if necessary) | **AMOUNT (excluding VAT)** |  |
|  |  | n/a |
|  |  | n/a |
|  |  | n/a |
|  |  | n/a |
|  |  | n/a |
| **OTHER FUNDINGS :**  **Compulsory** (add line if necessary) | **AMOUNT (excluding VAT)** | Acquired (A) or requested (R) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**CEMEB SUPPORT:**

**REMINDER: LabEx financing can take one or other of following modalities:**

* **Modality 1 - Typical:** CeMEB directly covers certain expenses linked to the organization of the event. In this case, the organizers must send the estimate for the planned service/travel to cemeb-gestion@umontpellier.fr, up to the amount allocated by the LabEx. Once it is confirmed that the financial framework and the purchasing procedures of the University of Montpellier have been followed, CeMEB will send a purchase order for the execution of this service/travel. An invoice without a purchase order issued by LabEx will not be paid.

Please refer to the administrative procedure guide before establishing your budget (French only): <http://www.labex-cemeb.org/fr/guide-des-procedures-administratives>

* **Modality 2 - Exceptionally:** Payment of a grant. This method requires authorisation from the University’s Board of Directors. Payment will be made within 4 to 5 months after the announcement of the results of the selection. Applicants are responsible for managing the grant awarded by CeMEB if the money cannot be paid before the date of the event.

***IMPORTANT:* Applications for support must** indicate the total amount requested and must specify the expenses that can be covered by CeMEB. Eligible expenditure includes:

* Trips: name of guests, origin, travel expenses (air/train), number of hotel nights, etc.
* Meals (coffee break, lunch, dinner): number of people expected
* Printing costs: estimate or quote
* Video services: estimate or quote

**SIGNATURES**

|  |  |
| --- | --- |
| **APPLICANT** | **UNIT DIRECTOR** |
|  |  |