**Application form Centre for Gender and Diversity Event Funding (CGD-EF) FASoS**

Please structure your application using the following format. The indicated number of words is an orientation intended to save everyone involved (including you) some work. Send to CGD-FASOS@maastrichtuniversity.nl​ *at least three weeks in advance* of an event.

**1. Name(s)**

Joint applications are strongly encouraged (multiple CGD members, CGD+FASoS, +UM, +other colleagues in the Netherlands or elsewhere)

**2. Title of the proposed research/valorization event**

**3. Planned event and expected output, if any** (about 300 words)

Describe the planned event including the date(s) during which it will take place, and explain when activities will start and when the expected output will materialize. Explain if this is primarily 1) an event geared for PhDs and early career researchers, 2) geared towards the FASoS and UM community, or 3) geared towards a wider (inter)national audience.

**4. Embed this event or research activity in the broader context of your own research and the focal points of the Centre for Gender and Diversity** (about 150 words)

**5. Budget\* maximum of € 2000,- from CGD-EF.**

* Specify the total costs of your proposal and the contribution requested from the CGD-EF. Support your request by *detailed* cost estimates or by invoices where available.
* In all cases, explain which other budgets outside of the faculty (for instance SWOL) or within the faculty (for instance personal budgets, budgets of the departments and research programmes, money available within existing research projects) have been considered for funding your planned activity, and why these budgets cannot or should not be used to fund your planned activity, or how you are combining such budgets with this request for the CGD-EF.
* State whether you expect that the activities supported by the CGD-EF will yield a profit (e.g. author fees).

When preparing a budget for a conference, symposium or other in-person event, you are advised to use the following standard rates per participant:

Guest speaker fee: € 200,-\*\*

Travel costs Belgium: € 75,-

Travel costs outside Europe: € 750,-

Travel costs Europe: € 350,-
Accommodation costs: € 100,- (per night)

Dinner: € 50,-

Lunch: € 15,-

Coffee break: € 3,50

\*Consult the document “declaratieregeling” guide for further insight into costs.

\*\* Be aware you have to run the fee payment through the page “Hiring independent workers” at UM University (search when signed into MyUM). You should always have the employment relationship with UM checked beforehand, which goes through SAP Ariba or use the link on this page (far right bar).