**APPLICATION FOR FINANCIAL SUPPORT FOR A DRA LECTURE**

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| Lecture organized by: |
| *(has to be a DRA supervisor)*  *TEXT…..* |
| Name of lecturer with short CV/description: |
| *(Title, name, organization, country)*  *TEXT…..* |
| Title of the lecture: |
| *(Include a short introductory advertisement for the lecture to be used in the announcement)*  *TEXT…..* |
| Date: |
| *(Application deadline minimum 2 weeks from time of application to the lecture to allow for the handling of the application and announcement)*  *TEXT…..* |
| Auditorium: |
| *(Auditorium at UP2 - you book via norre-campus@adm.ku.dk. Another room can be accepted if it is impossible to book an auditorium.)*  *TEXT…..* |
| The importance of the DRA lecture as part of the training of the PhD students affiliated with the programme: |
| *(The lecture may be organized alone or in cooperation with other universities, academic organisations and/or pharmaceutical companies)*  *TEXT…..* |
| Financial support applied for, including budget: |
| *(Max amount granted: DKK 4,000)*  *TEXT…..*  *Max amount for speakers from outside Greater Copenhagen: DKK 4,000 (travel costs, hotel, dinner, and lunch)*  *Max amount for speakers from inside Greater Copenhagen: DKK 1,000 (travel costs, dinner, and lunch)*  *Budget items (max amounts):*  *Travelling expenses: Hotel price: DKK 1,000 per night (2022 level for state agreement). No. of nights with hotel accommodation: Speakers from Europe 1 night, speakers travelling from overseas 2 nights.*  *Airfare: Maximum reimbursable airfare is economy class. If economy class is not available for a specific flight, an amount corresponding to the cost of an economy class ticket will be reimbursed.*  *Ground transportation: The cheapest possible means of transportation should be selected.*  *Social arrangements:*  *DKK 50 per participant for refreshments before or after the lecture.*  *DKK 900 per participant for dinner/lunch (not in-house) with external partners, DKK 125 for lunch (in-house).*  *At least 1 PhD student per 5 participants should be invited to dinner/lunch\** |
| KU account string at your department:  Unit code  Specification  Alias  DR 10 |
| *(The grant cannot be transferred into an external account (e.g. DR 50). In case your application is approved, we will transfer the grant to the KU account string stated in the application. If you spend substantially less than granted, the surplus must be returned to DRA)* |
| Date and signature of applicant(s): |
| *(An email accounts for a signature)* |

\* *If the lecture is combined with a PhD defence, DRA can pay for one extra night at the hotel but not for travelling expenses. It is encouraged that 1 or more PhD students are invited to the dinner and DRA can cover this expense along with speakers/organizers not paid for by the Graduate School. The defending PhD student can only participate in the lunch/dinner after the PhD defence.*

*Announcement  
The lecture must be announced under DRA to attract PhD students.  
DRA will announce the lecture at the DRA homepage, internal mailing lists at IF/ILF, info screens, the SUND calendar, KUnet, LinkedIn, as well as via DRAs external mailing lists. The organizer informs his/her own network.*

*List of participants  
DRA provides a form, and the list should be circulated for attendance and returned to DRA afterwards.*