**Annex B | Connecting Young Scientists (ConYS)**

**Module 2: Short-term stays of young scientists at KIT**

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| **Name of KIT applicant:** |  |

Please note that the KIT applicant (i.e. the KIT postdoc) needs to fill in this document, **not** the guest.

1. **Details of the stay**

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| 1. **Brief description of previous contact**

How did the contact emerge? Since when have you been in contact? If applicable: What was the form of the cooperation in the past? |
|  |

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| 1. **Description of the planned stay at KIT and its objective**
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| Intended timing of stay |  |
| Intended length of stay |  |
| Brief description of the planned stay (incl. objectives). What are the benefits in terms of the KIT applicant’s career development and research project? |

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| 1. **Compliance** [see <https://intranet.kit.edu/downloads/formulare/201902_ps_interessenkollision.pdf> - German only]
 |
| [ ]  There is no collision of interests for inviting the guest (e.g. family relations). [ ]  There is a collision of interests namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Details of the guest’S STAY AT KIT**
2. **Personal details of guest[[1]](#footnote-1)**

[ ]  Doctoral researcher [ ]  Postdoc

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| **Form of address (Mr./Ms./Mx.):** |  |
| **Surname:** |  |
| **First name:** |  |
| **Academic title:** |  |
| **University:** |  |
| **Institute:** |  |
| **Work address:** |  |
| **Country:** |  |
| **Telephone number:** |  |
| **E-mail address:**  |  |
| **Date of birth:**  |  |

1. **Funding**

## Financial plan (estimate)

The guest will receive a refund for the costs related to the journey to and from Karlsruhe (economy class tickets for flight/train, public transport costs within Germany, administrational costs) as well as the accommodation costs. The costs for accommodation should not exceed 1,200 EUR per month. For the travel accounting process according to the provisions of the Baden-Württemberg travel expenses law (Landesreisekostengesetz, LRKG), the guest needs to provide all original receipts (including boarding pass) as well as payment confirmations.

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|  | **Estimated expenses in EUR** |
| **Return flight/train ticket** |  |
| **Accommodation** |  |
| **Administrational costs related to the travel (e.g. visa application)** |  |
| **Sum of estimated expenses for the stay in EUR** |  |

## Avoidance of double funding

**[ ]** I confirm that neither the guest nor I receive funding from a different institution for the same purpose. Examples of funding include remuneration from a KIT institute or working group, remuneration from the home institute or support from other funding institutions.

**[ ]** There will beadditional funding. Please state the type of funding:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Attachment: SIgned Letter of intent by the guest stating his or her interest in coming to KIT**
1. Please inform the guest about the [Privacy Policy as of July 21, 2020](https://www.khys.kit.edu/english/conys_downloads.php). [↑](#footnote-ref-1)