

# Documents necessary for applying for a Boehringer Ingelheim Fonds Travel grant

Before applying, please carefully read this document as well as the travel grant conditions.

The application for a travel grant of the Boehringer Ingelheim Fonds (BIF) consists of two parts, both submitted via our online portal (link at end of page):

- An application form with your personal data and
- All the respective documents outlined below.

Project proposals must be written in English by the applicants themselves. Applications must be submitted to BIF no later than six weeks and no earlier than six months prior to the planned date of departure.

Depending on whether you are applying for a **research stay**, a **course**, or a **PhD candidate visit**, you are asked to provide different information and documents. Before opening the application portal, please prepare the following documents as listed below. Every document, certificate, letter, etc. must be prepared as a single PDF file as they will be uploaded into different fields. The maximum size for a single file is 2 MB.

## Documents necessary for all application types

- **Exam certificates: PhD, MSc, BSc or MD exams**

Single scans of every exam certificate for PhD, MSc, BSc, or MD.

If they are written in a language other than English, French, German, Italian, Portuguese, Spanish, or Dutch, please provide a translation.

- **High school diploma/secondary school leaving certificate etc.**

Single scans of every exam certificate for high school diploma/secondary school leaving certificate (e.g. Abitur, Baccalaureate, A-Levels) and, where applicable, university entrance test (e.g. SAT/ACT, PAU, YGS/LYS, Joint Entrance Examination etc.).

If they are written in a language other than English, French, German, Italian, Portuguese, Spanish, or Dutch, please provide a translation.

- **Evidence of expenses**

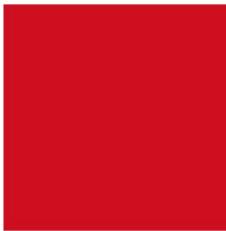
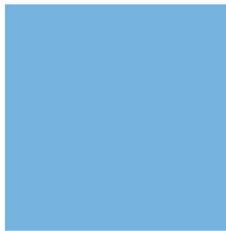
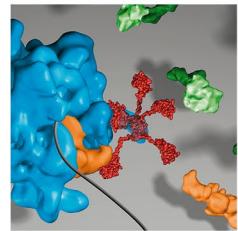
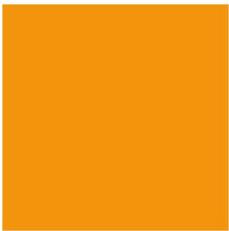
One PDF with screenshots of quotes, no links: for travel (issued by a travel agent and/or internet agency), for economic student housing, and, if applicable, for course fees.

The number of days between arrival and departure shown on the quotes may not exceed the total number of days of the course or research stay by more than two days. Max file size 2 MB.

## Documents for courses

- **Project proposal** (single PDF for every bullet point)

- Current project description of the PhD, MD, or postdoctoral project focussing on aims, experimental strategy, and results obtained. Results must be accompanied by meaningful figures (3–5 pages of text, plus references).



- Course content with detailed and specific explanations of the benefits for the current project and your home laboratory
- List of your publications (if applicable).

- **Letter of acceptance**

Signed and on official letterhead from the course organizers including details of tuition fees and other costs

- **Letter of recommendation**

Signed and on official letterhead from the supervisor of your current research project including his/her statement that your salary will be continued during your absence

## Documents for research stay

- **Project proposal** (single PDF for every bullet point)

- Current project description of the PhD, MD, or postdoctoral project focussing on aims, experimental strategy, and results obtained. Results must be accompanied by meaningful figures (3–5 pages of text, plus references).
- Detailed description of the planned research stay including experiments, objectives, and the reasons for choosing the laboratory (max. 3 pages)
- Benefits of the research stay for the current project and your home laboratory
- List of your publications (if applicable).

- **Letter of acceptance**

Signed and on official letterhead from the supervisor of the host laboratory stating that the host institute will cover research-related costs

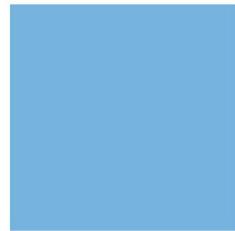
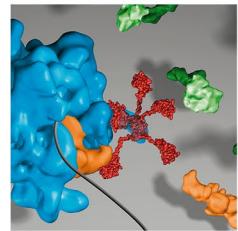
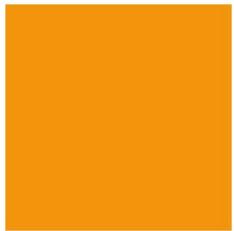
- **Letter of recommendation**

Signed and on official letterhead from the supervisor of your current research project including his/her statement that your salary will be continued during your absence

## Documents for pre-PhD visit

- **Project proposal** (single PDF for every bullet point)

- Current project description of the BSc or MSc project or current research project focussing on aims, experimental strategy, and results obtained. Results must be accompanied by meaningful figures (3–5 pages of text, plus references).
- Detailed description of the planned research visit including experiments, objectives, and the reasons for choosing the laboratory (max. 3 pages)
- List of your publications (if applicable).



- **Letter of acceptance**

Signed and on official letterhead from the supervisor of the host laboratory stating that the host institute will cover research-related costs and confirming that he/she is willing and able to offer a PhD position to you if the research stay was successful for both sides

- **Letter of recommendation**

Signed and on official letterhead from the supervisor of your final thesis (MSc/BSc)

When you have prepared all documents, please upload them onto our application portal at:

<https://travelgrant.bifonds.de/>