QSL Study Committee Funds Application

Basic data

Surname, first name	
E-mail address	
Address data (for postal mail)	
Study subject/subjects	
Institute	
Project short title	
Period / Envisaged beginning of project	
Duration of project	
Total amount requested	

(*optional**) This project application is supported by

☐ a professor   _____

☐ the executive director   _____

☐ the student council of FB09   _____

Short description of the project (max. 2000 characters)

Description of target group
The project addresses

☐ new students (until 2nd semester)

☐ advanced students (from 3rd semester)

☐ students in the graduation phase (from 5th semester)

☐ all students

The project is addressed to students
◯ of one discipline only (please specify below)

◯ of several disciplines (please specify below)

◯ of all disciplines

This is a cooperation project.
◯ No

◯ Yes (Please specify cooperation partners below)

Detailed project description
Please include a detailed project description that includes the project's objective and schedule, as well as its added value/sustainability.
The project description should not exceed more than two A4 pages and should be submitted with this form. A budget plan is compulsory; please follow the example for a budget plan given below.

Budget Plan Example

Type of expense	Detailed description	Quantity	Individual unit price in €	Total amount requested in €
Example: *Travel expenses*	*Two guest speakers arrival*	2	60	120
Example: *Honorarium guest speaker*	*Honorarium Mrs. Müller*	1	120	120
Total amount				240

Please check the notes on funding.

Funding notes
QSL Study Committee funds can be used to fund independent tutorials; travel/ accommodation/ entrance/ guided tours for self-organized excursions (up to 40% of the cost); honoraria and travel /accommodation for self-organized guest lectures; travel/accommodation for self-organized conferences; subsidy of travel costs for study committee excursions (up to 40% of the cost); book purchases or printing costs. Please follow the appendix of the QSL guidelines of Goethe University (**Anlage der QSL-Richtlinie der Goethe-**

Universität). Note that excursions can only be funded up to 40% and add a table of costs that shows your own financial contribution to the project (if applicable).

Food and hospitality costs as well as payments to Goethe University employees are excluded from funding. **The principle of economic efficiency always applies.**

☐ I have read and acknowledge the above funding notes.

Notes on the reporting obligation

Approved applications are required to submit reports without request to the Dean's Office. For projects less than one year in duration reports must be submitted at the end of the project. Projects covering more than twelve months have to submit preliminary reports (cut-off date December 31) and and a full report at the close.

☐ I have read and acknowledge the instructions on mandatory reporting.

Notes on submitting the application

Only fully submitted applications will be processed.

Please send your complete applications digitally by mail to QSL-FB09@dlist.uni-frankfurt.de as well as printed with wet signature to the Office of the Dean of Studies.

House Mail:
Dekanat des Fachbereichs 09
Hauspostfach 145, Juridicum
Campus Bockenheim

External mail:
Dekanat des Fachbereichs 09
Goethe-Universität Frankfurt | Campus Bockenheim
Senckenberganlage 31
60325 Frankfurt am Main

The deadlines for submitting applications each year are January 6 (for the summer term) and June 1 (for the winter term).

Checklist for Application Completeness

☐ Fully completed and signed application form

☐ Detailed project description as an attachment

☐ Budget plan

Final commitment

In the event of approval, I commit myself to carry out the project as described and to clarify accounting issues with the Dean's Office (Student Affairs Desk) beforehand. If the project is not carried out within the planned period of time, the approval will be forfeited.

_____
location, date, signature

* The support can be expressed by mail, by signature or as a cover letter. In case of mail and cover letter, please attach a printout to the postal version.

This part is filled in by the Dean's Office!
Eingereicht
per Mail am _____   per Post am _____

Beschluss der QSL-Studienmittelvergabekommission am _____