

**Project number**..... ( is filled by the Ministry of Education, Science and Technology (MEST))

### Application for short-term mobility grant

#### 1. Personal data

##### Applicant

Surname	Name	
Title/scientific grade	date of obtaining the highest grade	University and place where highest grade is obtained
Citizenship	Gender -----	Date of birth

##### Contacts

Telephone	Fax
E-mail	Webpage

##### Please give details belows for statistical purposes

Grade/highest academic position (please choose only one)

- Master
- PhD
- Assistant Professor
- Associated Professor
- Regular Professor
- others, explain.

The current higher professional position (please choose only one)

- Scientific associate
- Project leader
- Director of the institute
- Director of departament
- other, explain
- Currently without position in any university or research university institute.

##### Applicant's research institution

Name of the scientific institute (university, academy, etc.)

Institute/clinic

Department

Head of research institution (scientific title/degree, name, surname)

Address of research institution

Street /no.

Postcode / city

**Postal address of the applicant (only if correspondence that deals with the project was not sent to the research institution)**

Surname                      Name                      Title/ scientific grade

Street / No

Postcode/ city

Telephone                      Fax

E-mail                      Webpage

**Organizata pritëse e kandidatit**

Name of the scientific institute (university, academy, etc.)

Institute/clinic

Department

Head of research institution (scientific title/degree, name, surname)

Head of institute (scientific title/degree, name, surname)

Address of research institution

Street /no.

Postcode / city

**Bank details of the host organization:**

Bank name:

Sort code:

Account number:

IBAN:

SWIFT / BIC:

Account holder:

IBAN substitutes the account number and the sort code. Funding will be provided in Euro.

## 2. Project information

### Total funding requested

Please note that the maximum grant is 1500 euros. In cases when stay is two months, grant can go up to maximum amount of 3000 Euros for the entire period including travel expenses.

Scientific disciplines relevant to the project (at least one, not more than 4 categories, the amount of items should be 100%, use described categories from the attached titled document (Scientific Disciplines”)

Main scientific disciplines	%	Other scientific discipline	%	Other scientific discipline	%	Other scientific discipline	%

### 2.1 Overview – Description of project in general terms

Maximum 1 page, presenting:

Title  
*Thematic area*  
*Brief description of the activities*

### 2.2 Detailed description of the project

**2.2.1. In the case of residency to perform scientific research (3-6 pages), presenting:**

Description of the problem and research status

Project purposes

The selected methodology

Relevance and foreseen benefits

Description of the project must have information for the host research institution that is selected (name and address) and to explain that work in this host institution is useful or necessary for the project purposes.

**2.2.2. If it comes for participation in conference etc., please explain why do you consider important participation in conference**

### 2.3 Deadlines

Date of the travel departure:

The period of travel duration in days:

**In the case of stay to conduct researches:** Describe in detail the work and planning calendar, by presenting:

- Activities and stages
- Work Program

## 2.4. The budget plan

### The overall budget plan

<i>Describe the overall financial plan, by presenting:</i>	
Total foreseen costs	Euro
Co-funding (if there is): The amount covered by the party /third parties	Euro
Name and address of the institutions or co-funding donor (if there is):	
The amount covered by own resources (if there is)	Euro
The total amount required	Euro

Please note that the maximum grant is 1500 Euro. In cases when stay is two months, grant can go up to maximum amount of 3000 Euros for the entire period including travel expenses

	per days in euro	Total in euro
Travel expenses		
Living expenses		
Other expenses		
Total		

Please explain below –

#### *A/ Travel expenses:*

- International transport with: plane, train or car: euro

Destination:

Departure date: ; Arrival date:

- Local transport costs: euro

Total:

#### *B/ Living expenses*

- Type of accommodation (like hotel, private environment etc:

Address:

#### *C/ Other expenses:*

(such as visa, insurance, quotation for participation in the conference, etc.)

## Appendix

**Please use a special Word document for appendix.**

**Appendix should contain:**

1. The applicant's CV (maximum 3 long pages)
2. List of applicant's publications
3. The official invitation from the host research institution or from the conference organizer
4. Support letter issued by the parent research institution, with which the applicant is related. This letter should be signed and stamped and should show relevance and interest of the institution on the theme for treatment of which the travel is planned.
5. If it comes to participate in a conference etc., please include in the application, scientific activity program, a short summary of your presentation and official invitation from the organizers (mentioned in section 2 of application guidelines).

**The applicant's statement**

I will inform MEST, if I request support for this form from MEST or from other organizations, or if additional support is given.

Through my signature I certify that the information given here is correct and complete.

MEST is entitled to computerize all data associated with the application, to publish their parts in the annual reports or pass those to third parties in anonymous form for statistical purposes or purposes relating to science policies.

The applicant gives his / her consent that in cases where co-funding from other institutions is possible, be allowed to forward all data to these financing instruments regarding to application and results of the evaluation process.

I, the undersigned, declare that all costs required by this application will not be covered by any other funding source.

.....

Place, date

The applicant's signature