



Application Form

Section 1: Details of Applicant

Name	
Organisation	
Street Address	
Town/postcode	
Country	
Email	
Phone #	
Fax #	
Select status	PhD Student / Researcher / Faculty / Professor

Section 2: Type of Visit Applied For

Visit to Educational Institution	
Visit to Company Representative	
Exchange between two institutions	
Exchange between industry/academia	
Other (please specify)	

Section 3: Details of Visit

Contact Name (at host organisation)	
Institution/Company	
Email	
Phone	
Address	
Country	

Section 4: Duration and Dates of Proposed Visit

Start Date	
End Date	
Duration (days/weeks)	

Section 6: Funding

Please give a breakdown of ALL costs associated with the visit in Euros:

Length of visit (days)
Cost of travel to institute/company
Cost of accommodation (total)
Local travel costs (total)
Other living costs (total)
Expected TOTAL costs
Total requested from PerAda

Exchange rate used if EUR not original currency: _____

Currency in which costs incurred: _____

Notes:

Funding is paid retrospectively after the visit, and upon completion of a claim form substantiated by receipts. Only costs actually incurred and supported by receipts can be reimbursed. Daily per diem subsistence rates are not payable, so you will need to obtain verification of actual subsistence costs (accommodation costs, meal receipts etc.). Once claim form is approved, reimbursement is sent by bank transfer to your account.

Where the contribution requested is less than the total cost of the visit, please give details here. Include details on the **source** of the additional funding.

Please give details of any contribution in kind that is being provided, i.e. where somebody else is contributing to the cost of the visit but not explicitly providing funds, e.g. providing free accommodation. Include details of the **source** of the funding.

CONFIRMATION AND SIGNATURE

I confirm that the information included in this application form is correct and that I shall comply with the terms and conditions below.

Signature of applicant: _____ **Date:** _____

Terms and Conditions of Funding

- The PerAda Exchange evaluation form must be completed by the applicant and sent to PerAda within 6 weeks of the end of the exchange.
- An article suitable for reading by a general audience describing the benefits of the exchange or secondment must be submitted to PerAda for posting on the PerAda website Newsroom within 6 weeks of the visit.
- PerAda support must be acknowledged in any publication arising from the visit.

This form must be accompanied by:

- A letter providing confirmation that match funding will be provided
 - A letter from the host institute/company confirming the visit
 - A letter of support from the applicant's institution/company
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Please send the application form and accompanying documentation to Jennifer Willies by one of the following methods:

Fax: +44 (0) 870 836 2345

Email: j.willies@napier.ac.uk

Post: Jennifer Willies
PANORAMA/PerAda Project Manager
School of Computing
Edinburgh Napier University
10 Colinton Road
Edinburgh EH10 5DT
Scotland, UK

All queries should be directed to: j.willies@napier.ac.uk