

Guide how to obtain funding for participation in national and international conferences

National Conferences

1. The amount of funding for which reimbursement may be requested is a maximum of 200 PLN in case of active participation in a national conference.

**Refers only to conferences where the poster was presented for the first time.*

Refunds include:

- registration fee,
- travel cost*,
- cost of printing the poster,
- accommodation.

**Car access is not included.*

Up to three national and/or international conferences may be applied for during the academic year.

2. To receive a grant, an application must be submitted to the Student Scientific Society's Treasurer electronically through email (skarbnik.stn.ump@gmail.com).

The application must be submitted no later than **2 weeks before** the scheduled departure.

The proper application must include:

- contact details of the person applying for funding (name, surname, year and major of study, e-mail address, telephone number),
- title of the presented poster,
- information about the event (name, location, date),
- the name of the Students' Research Group,
- a statement that the poster has not been previously presented (you have to attach this information in the e-mail).

3. After the conference, please provide through email:

- a photocopy of a certificate confirming active participation in the conference,
- the invoices based on which you are claiming a refund,

***Invoices must be made out to PUMS:**

**Poznan University of Medical Science, Fredry Street 10,
61-701 Poznan
NIP: 777-00-03-104**



- original tickets for the transport - even if you know that you will not be reimbursed for them (due to exceeding 200 PLN), you should still bring them

**if you travelled by train one way and by car the other way, it is all there saved on delegation,*

- confirmation of transfer of the registration fee (and confirmation of other transfers)

All documents have to be sent in one email (one file with all documents in pdf format) or placed in a folio/ folder that will be labelled with your name.

4. Refunds are made only to a bank account, so please include the documents the bank account number with your details.

5. All invoices/documents must be signed with your name.

6. Documents and invoices should be sent by e-mail (skarbnik.stn.ump@gmail.com). In case of any unclarity - you will be informed by email.

7. The time of waiting for a return is a maximum of one month.

8. In the case of invoices/tickets for more than one person, please photocopy and have all people sign on it. We also ask for everyone's signatures on the original ticket/invoice.

9. For each day of your delegation you can receive 6 PLN from the University for the tickets public transportation. Per diems do not apply to national conferences. The amount will then be calculated by the Treasurer and the lady from the Independent Finance Section.

10. If you purchase tickets without a student discount, please write on each of the tickets (and signed off) that:

- a) you are already 26 years old and therefore can no longer buy discounted tickets - then you get 100% of the cost of the tickets
- b) if you lost your ID/ didn't have it with you - then, unfortunately, you will get 50% of it the cost of tickets.

11. All questions ask through email: skarbnik.stn.ump@gmail.com.



International Conferences

1. The maximum amount of funding is 500 PLN for active participation in an international conference.

**Refers only to conferences where the poster was presented for the first time.*

2. To receive a grant, an application must be submitted to the Student Scientific Society's Treasurer electronically - email skarbnik.stn.ump@gmail.com
The application should be submitted **one month before you plan to leave**.

Include the following information:

- contact details of the person applying for funding (name, surname, year and field of study, e-mail address, telephone number)
- job title,
- event details (name, location, date),
- the name of the Students' Research Group represented,
- a statement that the poster has not been previously presented.

3) Based on the above application, the Student Scientific Society's Treasurer can write a cover letter to **the International Cooperation and European Integration Department**.

4. Further matters will have to be dealt with directly there. You should go there before your departure (at least **two weeks**) to fill in the appropriate application form.

5. All questions ask through email: skarbnik.stn.ump@gmail.com.

Online Conferences

1. There are the same reimbursement limits as in traditional conferences.

2. To receive a refund, please inform the treasurer by e-mail (skarbnik.stn.ump@gmail.com) at least two weeks before the conference about the title of the presented poster, the name of the conference, the cost of participation and declare that the work has not been presented before.

**If the total amount on the invoice exceeds the limits set above,
it will not be possible to obtain a refund.
In such a case, only part of the costs should be invoiced.**

