



GUIDELINES FOR TRAVEL GRANT

1) APPLICANT

- Full postal address, workplace phone and mobile number, and e-mail address are required in this paragraph.

2) APPLICATION FOR TRAVEL GRANT

- Choose the travel area: Sweden, Europe (excl. Sweden) or other countries.
- The travel Grant is not fit for education or post doc travel.

3) TRAVEL DESTINATION

- The total costs include for example travel tickets, hotel, allowance for expenses and congress fees.
- The contributions from the foundation obtained if the applicant has already received travel grants from AG-Fond the year before, will be given in the column "previous year" together with its application's registration number (RB: XX-XX).
- Research grants are not to be taken into account.

4) OTHER DONORS

- Other contributors to the trip and their allocated grants are reported here.
- The applications submitted to other foundations but not yet approved are also reported here.

5) PURPOSE OF THE TRAVEL

- The available space in the application (approx. a half A4-page) will not be exceeded.
- A clear and concise summary of the purpose will be given here: it shall include information about a poster presentation in connection with the planned journey (alternatively own lectures, etc.). The conditions for obtaining a travel grant are: an active participation during the visited event and a purpose clearly related to cancer research. The trip's purpose excludes, however, any form of education.
- The summary shall include the specific objectives, a work plan, a clinical work plan.
- The cost estimates will be reported here.

6) APPROVAL

- Application has to be mandatory certified by the supervisor, a head of Department or other equivalent who will attest that the travel is worthwhile for the institution.

7) APPENDICES

- Curriculum Vitae
- Abstract, poster presentation or similar material.
- NB: Approval for active participation: this document is usually sent just prior to conferences. The applicant can submit an application in advance. If the application is granted, it is just requested to complete it with the approval. Without this document, the travel grant will not be paid.
- The appendices and the application shall be sent **in one pdf-file** to [secretariat \[at\] agfond \[dot\] se](mailto:secretariat[at]agfond[dot]se)

8) INSTRUCTION FOR PAYMENT OF THE GRANT

- The allocated grant can be paid to the University of Gothenburg or other equivalent institution to a given cost centre account and a registration number (RB: XX-XX, ref. the Grant Letter).
- Recipient: the travel allowance can also be directly paid to a private bank account.

9) SIGNATURE

- The applicant shall date and sign the application.

UNCOMPLETE APPLICATIONS WILL BE DISREGARDED!