NHH/Funds Administration

Helleveien 30, 5045 BERGEN

E-mail: fond@nhh.no **Deadlines for application: 1 February, 1 May and 1 November**

**APPLICATION OF GRANTS FROM:**

**NORGES REDERIFORBUNDS FOND VED NHH**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Address** |  | **E-mail Phone** |  |

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| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Address** |  | **E-mail**  **Phone** |  |

**Amount applied for (NOK)**

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| --- | --- |
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**Purpose of the application**

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**Specification of amount applied for (NOK)**

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| --- | --- | --- | --- |
| 1 | Travel expences: | NOK |  |
| 2 | Expenses relating to conference participation: | NOK |  |
| 3 | Subsistence expenses (Amount and number of days): | NOK |  |
| 4 | Accommodation expenses (Amount and number of days): | NOK |  |
| 5 | Other expenses: | NOK |  |
| Total NOK | | | | |  |
|  | | | | |  |

Information must be provided about whether you have applied for / will apply for financial support for the same purpose from external sources (name, amount applied for, and deadline).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name/Source |  | Amount |  | Deadline |  |

State the reason why accounts and/or reports of earlier grants have not yet been submitted

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More details about the application for grants. If you are going to present a paper at a conference or similar you must state the name of the paper and attach a copy of it.

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**I understand that I must submit following documents on my own initiative:**

*An academic report. Please use the report form found at the Funds website.*

*A travel expenses form with appended original documents for travel (train, boat, taxi, buss, plane etc.). For air travel, preferred documentation is an electronic receipt from the air company sent after completion of the journey. For other tickets, the ticket receipt with the Boarding Pass or seat receipt printed at gate is requested for prolonged stays abroad as well as for participation at conferences.*

*Confirmation of acceptance of paper, if the paper was a requirement for the grant, or a detailed conference programme (link to URL).*

*A print of the registration form for the conference/conference fee.*

*Travel and living expences must be planned in the cheapest and most appropriate way.*

The academic report, travel expenses form and all attachments must be submitted to NHH’sFunds Administration within a month after completion of the event for which the grant was awarded.

Grants that are not used for the intended purpose must be returned to the NHH’s Funds Administration. Grants awarded from NHH’s funds may be reduced in the event that grants are awarded from external sources for the same purpose.

Date Place Signature

*The application will not be considered if the form is incomplete.*