Course funding application

Please fill in all fields and submit the application to hida-courses@helmholtz.de

Title of the event	
Name and contact data of applicant (incl. Helmholtz affiliation)	
Cooperation Partners (if applicable)	
Target group	
Total number of participants	
Number of seats open to the entire Helmholtz Association (at least 25%)	
Planned date/ time period of the event	
Description (content, intended results, learning goals, didactic approach, benefits)	

Additional Information / Comments	

Budget Outline of the TOTAL cost of the event

Expense categories	Amount (EUR)	Comments	Funding amount (completed by HIDA)
Travel costs, **accommodation**, fee for **trainer/ lecturer**			
Rental costs (for e.g. location or (technical) equipment)			
Service costs for organizing the event (e.g. catering or event management)		*Please note that the Helmholtz-wide Catering guidelines need to be adhered to!*	
Total		**Total**	

Please note: HIDA funds max. 50% of each expense category, in total max. 2000 OR 4000 € (depending on the size / scope of the event).

The following requirements must be met in order to receive funding:

BEFORE the event:
- At least 25% of the event's seats need to bookable by all members of the Helmholtz Association **for at least three weeks**. Are these seats not taken within this time period, you may fill them with participants from your or your partner's institution.
- List the event in the HIDA Course Catalog
- Include the HIDA Logo in your marketing materials (The logo can be downloaded here)
- Name HIDA in the event communication ("The development and implementation of this course was supported through HIDA Course Funding.")

AFTER the event the applicant needs to provide:
- A list containing the number of attendees including their affiliations
- The (original) bill(s) documenting the full cost for each expense category
- A request for payment in the Prometa system

HIDA will **reimburse** the applicants' Helmholtz Center.

_____   _____
place, date   signature applicant

Funding Decision (To be completed by HIDA)

Proposal no:

To be eligible for funding, the following criteria apply (all must be met)

Is the applicant part of the Helmholtz Association?	Yes	No
Is the planned event related to the field of Information & Data Science?	Yes	No
Does the planned event have at least two of the following three objectives? 1. Develop and expand data science skills / disseminate local data science expertise 2. Knowledge exchange 3. Building, maintaining and expanding an information & data science network	Yes	No
Is the format open to the entire Helmholtz Association?	Yes	No

---

place, date   signature Manager HIDA

---

place, date   signature person in charge of the budget