



European University Institute

DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES

## Research Mission & Expense Authorization Form

### For the applicant:

- Paper presentation at a conference
- Fieldwork and research
- Winter school / Summer school
- Exchange programme/visiting students stay in other universities
- Data-set acquisition (please attach the Library's answer or the quote from the service provider, where the Library can't contribute to the cost of accessing the data)
- Experiments (please attach the quote from the service provider)

Name and surname: ..... Year: .....

Nationality: ..... Grant: .....

Dates and place(s) of mission.....

Please give details of your **mission** and of your **accommodation plans** which are relevant for the calculation of daily allowances *or* your **research activity plan**\*\*

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### \*\*Your research activity plan should include the following sections:

- 1) Project Summary
- 2) Work Plan
- 3) Description of how the request contributes to the individual academic project
- 4) Itemised budget listing all expenditures with additional sources of funding (including, if relevant, a description of the steps taken to get support or funding via other potential channels: the EUI library, the EUI ICT service, national funders, etc.).

- MAX 2 pages -

**For the supervisor**

Considering that mission funds are limited, should this *fieldwork/conference/summer school/dataset/experiments* be (check one):

given the very highest priority?  Yes

given high priority?  Yes

given priority?  Yes

Please specify why it is so important about this mission, and in particular justify Zoom attendance at conferences or courses, given that we offer many zoom workshops, and that the zoom participation fees for conferences have been inflated to save the financial situation of many organizations.

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Date: ..... / ..... / .....

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Signature of supervisor