

Information on the application for travel grants at the Costa Rica Center (CRZ)

Who awards the grants?

The CRZ of the Osnabrück University provides funding within the limit of available funds. Decision-makers are the member of the University Management responsible for the CRZ, the administrative director of the CRZ and the chairwoman/chairman of the Advisory Council of the CRZ. Funding comes from the Sievert Foundation for Science and Culture.

What is funding awarded for?

The CRZ promotes project activities for the development of international relations and scientific cooperation between Osnabrück University and universities in Costa Rica. Funding is provided for research stays, lecture tours, General School Internships and other study-related stays with a travel grant.

What kind of funding is awarded?

The CRZ awards grants for travel and accommodation costs. Further expenses, e.g. on-site catering, are not eligible. The maximum grant amount is 1,000 euros. Funding requires an appropriate participation of the university or the applicant as well as efforts to obtain third party funding. There is no entitlement to funding. We would like to ask the beneficiaries of the state loan in accordance with the Federal Education Promotion Act (BAföG) to first exhaust the financing possibilities at the BAföG office.

Who can apply for a grant?

- Employees of Osnabrück University, primarily members of the CRZ
- Professors and research assistants of the departments participating in the CRZ
- Students and doctoral candidates of Osnabrück University

Furthermore, **on the recommendation** of members of the CRZ:

- Professors, research assistants, doctoral candidates and students of partner universities in Costa Rica
- Professors, research assistants, doctoral candidates and students of the University of Applied Sciences Osnabrück

How do I apply for funding?

By a written application sent by email to the administrative director of the CRZ (alexandra.nitz@uni-osnabrueck.de) with the following documents:

- Curriculum vitae, list of publications (excerpt) where applicable
- Description of the project in Costa Rica respectively Osnabrück which has to be consistent with the orientation and objectives of the CRZ
- Calculation of flight, travel and accommodation costs, accompanied by receipts for expenses, if available.
- Information on whether an application has been submitted or is planned to be submitted to another sponsor and whether a funding commitment from another sponsor already exists (if so please name the amount of funding and explain what the funds are meant for)

Additional documents for students and doctoral candidates:

- Letter of reference from a lecturer of the home university (in the case of doctoral students from the supervisor)
- Transcript of Records (proof of performance of the home university)
- Bachelor's certificate if existing (doctoral students additionally Master's certificate)

Travel grants are awarded quarterly. Please refer to the CRZ website for the current application deadline.

If you have any questions about the application modalities, please contact the administrative director of the CRZ prior to submitting your application.

Important note regarding applications for the General School Internship in Costa Rica:

For teacher training students who would like to apply for a place at a partner school in Costa Rica and the associated travel grant as part of the General School Internship, separate regulations apply with regard to the documents to be submitted as well as possibly different application deadlines. Information on this can be found on the homepage of the CRZ.

What is demanded in return?

Eligibility condition is a one- to two-page written report about the goals, course and results of the stay in Costa Rica respectively in Osnabrück. The report has to be submitted - unless stated otherwise - within eight weeks after the end of the funded stay to the CRZ office by email (crz@uni-osnabrueck.de). **Note:** As part of our duty of accountability, the report will be forwarded by the CRZ to the Sievert Foundation for Science and Culture. Furthermore, the report is used for public relations in the context of CRZ activities, e.g. for publication on the website.

Note: Please note that only the German version of this document is legally binding.