



GRANT APPLICATION - ISPRM CONGRESS ATTENDANCE

- To apply for the grant please complete “Part1” this form and email it in PDF format to isprmoffice@aimgroup.eu with the subject “Grant application – NAME – COUNTRY”.
- This form “Part 2” should be completed immediately after the event and the form resent in PDF format to isprmoffice@aimgroup.eu

PART 1 - APPLICATION

NAME _____

ADDRESS _____

COUNTRY OF RESIDENCE _____

PASSPORT NUMBER AND COUNTRY OF ISSUE _____

PHONE _____ E-MAIL _____

APPROVED ABSTRACTS ISPRM CONGRESS (NAME AND NUMBER)

JUSTIFICATION OF NEED OF FINANCIAL SUPPORT AND GOALS TO ACHIEVE AT ISPRM CONGRESS

HAVE YOU EVER APPLIED TO AN ISPRM GRANT? IF YES, PLEASE DETAIL

ISPRM Central Office

Via G. Ripamonti 129, 20141 Milan Italy

Tel: +39 02 56601.385

ISPRMoffice@aimgroup.eu

www.isprm.org



PLEASE ATTACH TO THIS APPLICATION:

- **Copy of passport (PDF)**
- **Proof of work position and graduation status (PDF)**

PART 2 - EXPENSES

PLEASE CONVERT ALL THE AMOUNTS TO EUROS (€).

CATEGORY OF CONGRESS REGISTRATION AND PRICE

AIR TICKET FARE (DATES, AIRLINE, ROUND TRIP – ECONOMY CLASS) AND PRICE

OTHER TRANSPORTATION (ORIGIN – DESTINATION) - BUS /TRAIN /TAXI/ OTHER AND TOTAL PRICE

ACCOMMODATION (ONLY CONGRESS NIGHTS) AND PRICE

HOTEL/ OTHER _____

MEALS (35 EUR PER DAY MAX) TOTAL PRICE

TOTAL EXPENSES: _____ EUR

NOTE – ALL THESE RECEIPTS MUST BE SENT TO ISPRM IMMEDIATELY AFTER THE CONGRESS. BANK TRANSFER WILL BE COMPLETED AFTER RECEIPT VALIDATION.



BANK DETAILS FOR BANK TRANSFER

BANK NAME AND COMPLETE ADDRESS

ACCOUNT HOLDERS NAME

ACCOUNT NUMBER

IBAN

SWIFT CODE

IMPORTANT INFORMATION

PART 1 - APPLICATION

- All successful candidates will be notified of acceptance within two weeks from the final application deadline date.

PART 2 - EXPENSES

- ISPRM will reimburse ONLY expenses related to its congress days.
- Reimbursement is done AFTER the congress after ALL receipts submitted TOGETHER are received and processed.
 - Please name/label each receipt as per category, e.g. "FOOD", "HOTEL", "TAXI", etc. and submit them as a single PDF file.
 - Merge images (jpeg) into one PDF: <https://smallpdf.com/blog/merge-jpg>
 - Merge PDFs into one: https://www.ilovepdf.com/merge_pdf
- Remember that an invoice is NOT a receipt. You can send an invoice with details but you must also submit a receipt proving payment.
- NO handwritten receipts will be accepted.
- Feel free to email us if you have any questions! isprmoffice@aimgroup.eu

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