

FOP Awareness Grant — Application Form

Up to €2,000 for scientists whose highest degree was awarded within the last ten years.

What to send to info@fop-ev.de

- **This form**, completed and signed, as a PDF or Word file. Sections 2 and 3 ask for a short summary only.
- **A separate document** of no more than two pages, describing your plan in full. The last page of this form says what it should contain.
- **Any quotes or price offers** you already have.
- **A short confirmation from your supervisor or PI** — either signed in section 6, or sent by them to the same address.

No deadline. Applications are reviewed as they arrive and we decide within 14 to 30 days. Not sure whether your plan fits? Write to us before you apply — we would rather talk an idea through than turn you down on a technicality.

1. APPLICANT

Full name	
Highest degree (BSc / MSc / PhD) and date awarded	
Current position (e.g. PhD student, postdoc, clinician)	
Institution and department	
City and country	
Email	
Supervisor or PI — name	
Supervisor or PI — email	
Are you a member or board member of FOP e.V.? If yes, please state your role	

Members and board members of FOP e.V. may apply. Disclosing the role changes nothing about the criteria or the maximum amount; it only means the person concerned takes no part in the decision on their own application.

2. WHAT WOULD YOU USE THE GRANT FOR? — SUMMARY

Three or four sentences. Please describe the plan in full in the attachment; this box is the short version, so that the essentials are on the form itself. The box grows as you type. For a conference, name it here with its dates and location.

3. HOW WILL THIS HELP RAISE AWARENESS OF FOP? — SUMMARY

Two or three sentences. The detail belongs in the attachment. Anything you have already done counts as much as anything planned.

4. COSTS

One line per item — in full here, not in the attachment. Please state whether amounts are net or gross, and attach quotes where you have them.

Item	Amount (€)	Net or gross	Quote attached?

Total costs (€)	
Amount requested from FOP e.V. (max. €2,000)	
Are any of these items also funded from another source (institute, another grant, a travel award)? If yes, which	
If the total exceeds €2,000, how is the remainder covered?	

5. DECLARATIONS

Please tick each box.

- ☐ The amounts stated above are accurate to the best of my knowledge.
- ☐ I will forward original receipts for the funded items after the activity.
- ☐ I will name FOP e.V. as a funder on my poster, slides or paper.
- ☐ I will send a short report — about one page, with a photograph if possible — within four weeks of the activity, and I agree to its publication in the FOP e.V. newsletter and website.
- ☐ I have disclosed any role I hold in FOP e.V.

6. CONFIRMATION BY THE SUPERVISOR OR PRINCIPAL INVESTIGATOR

Your supervisor may either sign below or send the following by email to info@fop-ev.de — a few lines are sufficient.

"I confirm that [name] is a member of my research group, that the plan described in this application is part of their work, and that I support this application."

Name	
Position and institution	
Email	
Date and signature	

7. APPLICANT'S SIGNATURE

Place and date	
Signature	

We use the information in this form only to decide on your application and to meet our accounting obligations as a registered non-profit association. Questions about your data: info@fop-ev.de.

Attachment — description of your plan

To be sent as a separate document together with the form. Maximum two pages.

This page is guidance. You do not need to return it. Write the attachment in your own layout and use the two headings below — they match sections 2 and 3 of the form, where you give the short version. Figures, references and links are welcome here; a form field cannot hold them well.

1. What would you use the grant for?

- The activity, concretely. For a conference: its name, dates and location, and whether your abstract has been accepted.
- What exactly the money would pay for.
- What it makes possible that would otherwise not happen.
- Where relevant, the state of the work so far — including what is not yet established. Naming the open questions strengthens an application; it does not weaken it.

2. How will this help raise awareness of FOP?

- Who you will reach, and how.
- Anything you have already done counts as much as anything planned.
- Whether the results can be published open access.
- Whether you would be willing to contribute something for the people we represent — a short piece in plain language, an image, a talk at a family meeting. This is not a requirement, but it is the part our members value most.

Two pages is a maximum, not a target. A clear single page is better than a padded two. We are a small board and we read these ourselves — we would rather understand your plan than admire its length.