**Conference / workshop / course / internship[[1]](#footnote-1) grant report**

**Application No.[[2]](#footnote-2) : FBW ……………**

1. **BENEFICIARY**

Name and surname:

e-mail:

1. **CONFERENCE / WORKSHOP / COURSE DETAILS1**

Event title:

Venue:

Duration:

Website:

Form of presentation: poster / oral / other (describe)1

Title of contribution:

List of authors:

Activities carried out at the event:

*(briefly describe the activities undertaken; summarize the knowledge or skills you have learned and how they may contribute to your future research or professional development - no more than 500 words)*

1. **INTERNSHIP DETAILS**1

Hosting institution:

Tutor:

Duration of internship:

Activities carried out at the hosting institution:

*(briefly describe the research activities undertaken and summarize the results obtained - no more than 500 words)*

1. **FINANCIAL PART**

|  |  |
| --- | --- |
| **ITEM** | **Cost (PLN)** |
|  |  |
|  |  |
| **TOTAL:** |  |

1. **LIST OF PROVIDED DOCUMENTS**
2. information about the conference for the Library – please use the template available on the Library webpage and send it as a Word file to the Library ([bibl@ibb.waw.pl](mailto:bibl@ibb.waw.pl))
3. a copy of the respective page of the conference book/proceedings containing the abstract of the Applicant’s contribution – to be delivered to the Research Management Unit via e-mail: [sbm@ibb.waw.pl](mailto:sbm@ibb.waw.pl)
4. confirmation letter provided by the internship tutor
5. invoices (hard copies must be delivered to the Research Management Unit, room No 41)

1…………

2…………

3………….

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date and signature of the beneficiary

I declare that I have read the above report

………………………………………………….

date and signature of the supervisor

I declare that I have read the above report

………………………………………………….

date and signature of the auxiliary supervisor (if applicable)

1. Delete as appropriate; the report should be completed in Polish or English [↑](#footnote-ref-1)
2. Same as the application number. [↑](#footnote-ref-2)