

## Student and study associations

A project proposal must be a maximum of 3 A4 pages (excluding the budget) and contain the following:

1. Description of the activity (name, number of participants, date, location and objective)
2. Explanation of the content of the activity. For example, this contains an explanation of the speakers, a travel schedule is included and the PhD trajectory is explained. You can also explain here how the activity fits within the intended objectives.
3. Budget, including explanation and an explicit mention of what the amount is that you request.
4. In the case of new initiatives, support is given for a maximum of 3 applications.
5. The association and the participants themselves also contribute in terms of money and the association matches the amount requested as much as possible.
6. There are no ECTS associated with the activity. If this is the case, it is the responsibility of the relevant faculty to support the project.
7. Travel and excursions are of a serious nature and are related to the theme of study. Of course you will occasionally visit cultural sights during the trip, but the ratio between study-related and fun activities is at least 50/50.
8. Via at least two digital media channels (including linkedin, FB, twitter, instagram, website, newsletter) attention is paid to the contribution of the UFe and the logo is entered as an image so that others understand that the activity was made possible by the UFe. Print screens of the communications are submitted via [ufe@tue.nl](mailto:ufe@tue.nl) as confirmation. In case no if these channels are used for the activity, the logo of the UFe is made visible through a banner or roll-up banner.
9. Activities are serious in nature. (Parties are not eligible for a donation, an excessive tax on food and accommodation, nor are charities. We also do not participate in recruitment activities)

Submission of applications:

- Applications must be submitted no later than 2 months before the start of the project.
- If your application has been rejected on the basis of the information provided, it is not possible to submit a new application for the same activity, even with an amended or clarified program.

Address your request to: University Fund Eindhoven, Attn. Mr. A.C.P.M. Backx via the e-mail address [ufe@tue.nl](mailto:ufe@tue.nl).