

activity is set or still under debate. In the box of information we would like you to explain the activity.

Date:	Time:	Activity:	Set or still under debate?
30-02-2022	18:00	Diner	Set
Information: After our trip with the train, we will arrive at the hotel around 17:30. After settling in we will have dinner with all of us.			
Date:	Time:	Activity:	Set or still under debate?
31-02-2022	10:00	City tour	Set
We will explore the city in groups. During this tour, interesting pieces related to our study will be discussed. We will also do a case that is relevant to our study.			
Date:	Time:	Activity:	Set or still under debate?
31-02-2022	15:00	Visit to the local faculty	Set
At 15:00 we will visit the local university and have a tour of the faculty of our study.			

4. Budget

We would like to receive an overview of all foreseen costs and income. Please provide a detailed budget, a short list of costs will not be approved.

Costs		Income	
Bus	€ 3,000.00	Contribution participants	€ 4,000.00
Hostel	€ 2,500.00	Subsidy SOFv	€ 3,000.00
Dinner	€ 1,050.00		
Gifts partners	€ 100.00		
Gifts professors	€ 100.00		
Reserve	€ 250.00		

Total	€ 7,000.00	Total	€ 7,000.00
		Result	€7,000.00

Explanation:

Please provide an explanation of the budget.

5. Guarantee scientific character

We would like to receive prove of guarantee, written and signed by a professor of the education/faculty. This guarantee should contain the following:

- The scientific character of the trip
- If applicable: how many professors are joining the trip
- If applicable: the number of ECTS available

Advice scientific supervisors

Please provide a letter written by a professor, which explains why this trip is of scientific relevance. Provide information of the professional activities and the visit to a university, or think of case studies you are going to do, etc.

6. The list of participants

We would like to receive an alphabetized participant list. The following points should be incorporated:

- Student number
- First and last name
- Whether the student can apply for the subsidy?
- Separate section for the committee, the board and if applicable scientific supervisors

Board	Student number	Name	Can apply for the study?
1	S1234567	Elsze van den Wittenboer	Yes
2	S1234568	Mathilde Wonders	Yes
Committee			
3	S1234569	Rense Steijns	No
Participants			
4	S1234560	Matthijs Sparreboom	Yes

*General criteria to apply for a subsidy:

- The students has to be subscribed at Radboud University
- Each student can only apply for the group travel subsidy once
- Students who organise the group travel subsidy and students who are member of the board of an association can apply once more for a group travel subsidy.

If you have fulfilled all of the steps above, please mail the requested documents to info@sofv.nl. Please double check if you have incorporated all of the required documents. SOFv will evaluate your request and approve or refuse it. If you have any questions please do not hesitate to contact us via info@sofv.nl