

FOSTER application checklist for medical students

Before Application

- First find yourself a supervisor and inform this person about your project/plans.
- Get into contact with the responsible secretariat.
- Please send the signed application form (incl. date), a recommendation letter of your supervisor (only for student research applications) and your financial calculation to FOSTER (foster@tu-dresden.de). *The forms are provided on the FOSTER homepage.*
- **Important:**
 - Is the relation to research illustrated properly?
 - Are all items in the financial calculation comprehensible and include proof (such as links, screenshots, etc.)?
 - (In case more than one person applies within one application form: names of the included persons need to be included in the application form. Additionally, an enrolment certificate must be provided.)
 - (In case you need to book something (e.g. flights) in advance, please use the address of your supervising institution)

After your application

- ➔ We review the application and might contact you in case of further questions. In case of a positive decision, we will send you a notice.

After notice receipt and during project process

- Please contact the relevant secretary and send them the notice. The secretary will inform you how to handle bills and receipts.
 - Please provide foster@tu-dresden.de with informative material for our FOSTER homepage.
 - The funds can be accessed now by the secretary and can be spent in coordination.
- ➔ Now you can start your project or plan your participation at a conference (for example summer school, research stay, etc.). Do not hesitate to contact your supervisor,

secretary or the FOSTER-Team in case of questions. Please keep and collect all receipts of expenses you intend to get reimbursed.

After project completion

- Please hand in your final report and final financial calculation contemporary. The documents are provided on the FOSTER homepage.
- Please pay attention to the accounting period in your notice.