

# FOSTER application checklist for 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](mailto: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 need the cost center of the institute/ chair supervising you. Please contact the secretary in this manner.

## 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](mailto: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.