

**Notification of a stay abroad in the frame of approved international collaboration projects**



NOTIFICATION\_ABROAD\_20180726

**Fonds Wetenschappelijk Onderzoek – Vlaanderen  
Research Foundation - Flanders**

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Phone: 02 512 91 10 - Fax: 02 512 58 90  
E-mail: [interprog@fwo.be](mailto:interprog@fwo.be)  
Website: <http://www.fwo.be>

To be filled in by the  
investigating department

received date

number

file

**What is this form?**

Two months before going abroad in the frame of a granted exchange or collaboration project, you should notify the FWO about your departure and stay abroad submitting this completed form. This is necessary for your travel insurance.

**How to submit this form?**

This form has to be submitted by email to [interprog@fwo.be](mailto:interprog@fwo.be) **two months** before your actual departure.

**How does the FWO handle the data in this form?**

The FWO uses your information only for processing your candidature. The data will be handled confidentially and will not be transferred to a third party. As soon as the FWO has processed your application, you will receive a notification message. The FWO respects the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) in regards to the processing of your personal data. For more information concerning the privacy policy of the FWO, we redirect you to our website: <http://www.fwo.be/en/the-fwo/organisation/processing-personal-data-privacy/>

**As soon as the FWO has processed your notification, you will receive a notification message.**

**Personal details**

**1 Enter your personal details<sup>1</sup>.**

first and last name .....

legal home address .....

private telephone number .....

work address .....

work phone .....

e-mail address .....

birthplace .....

date of birth    day      month      year

nationality .....    gender  m     f

civil status .....

**2 Enter the details of your account number.**

<sup>1</sup> Please also update your personal details in your profile in the FWO e-loket (<http://www.fwo-eloket.be/FWO.ELoket.WebUI/Login.aspx>), if needed

IBAN

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BIC

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**3 Enter your work details.**

current position .....

starting date

day

month

year

scientific institute .....

address of the institute .....

head of your research unit .....

**4 Enter the details of your university degrees.**

Please state full and exact honours

name of the degree	English name of the degree	institution	date (dd-mm-yyyy)
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**Details of the stay abroad**

**Purpose**

**5 Describe the purpose of the visit**

**6 Give a short description of the scientific programme (max 2 pages)**

### Details of the approved exchange or collaboration project

**7 Give the title of the project approved by FWO**

.....

**8 Give the application number of the approved project**

.....

**9 Enter the details of the supervisor in Flanders**

.....

**10 Enter details of scientific institute in the visiting country.**

scientific institute

address

first and last name of the  
supervisor(Principal  
Investigator)

**11 Enter the duration of the stay.**

number of days

beginning    day      month      year

                  end    day      month      year

### Mandatory attachments

**12 Enclose the following documents with this form and tick them in the tick list.**

a letter of invitation from the receiving supervisor Principal Investigator