**Template for the one page proposal**

Name of the activity:

Responsible: [name(s) and institution(s) of the responsible person(s)]

Invited lecturer(s)/Collaborators: [if any]

When: [duration and tentative dates, at least indicate the month]

Where:

Max. no. of participants: [indicate how many CHESS and non-CHESS participants]

Credit point(s): [how many ECTS, if any]

Description of activity: [background and a brief description of activity, indicating how it is relevant to CHESS]

Objective(s):

Outcome:

Learning modules/structure:

**Template for the budget**

|  |  |  |
| --- | --- | --- |
| ***International lecturer(s)*** | (show calculation in this column) | **Costs** |
| Lecturer fee (if applicable) |  |  |
| Travel |  |  |
| Accommodation |  |  |
| Food/per-diem |  |  |
|  |  |  |
| ***Lecturer(s) within Norway*** |  |  |
| Lecturer fee (if applicable) |  |  |
| Travel |  |  |
| Accommodation |  |  |
| Food/per-diem |  |  |
|  |  |  |
| ***CHESS students*** |  |  |
| Travel (estimate no. of students from different places) |  |  |
| * From Bergen
 |  |  |
| * From Oslo
 |  |  |
| * From Tromsø
 |  |  |
| * From Svalbard
 |  |  |
| Accommodation |  |  |
| Food/per-diem |  |  |
|  |  |  |
| ***Room/Facilities*** |  |  |
|  |  |  |
| ***Lunch and Coffee*** |  |  |
|  |  |  |
| ***Other items*** *(specified)* |  |  |
|  |  |  |
| **Total**  |  |  |

Request from CHESS: XXXXX NOK

Funding from other sources: XXXXX NOK

Total: XXXXX NOK

**Some information for cost estimation**

Flight ticket:

Bergen < ---- > Oslo 1500 NOK

Tromsø < ---- > Oslo 1700 NOK

Tromsø < ---- > Bergen 2100 NOK

Svalbard < ---- > Oslo 3500 NOK

Svalbard < ---- > Bergen 4000 NOK

Accommodation:

In Bergen:

Budget hotel or guest house 700-800 NOK per night

Scandic hotel 1200 NOK per night

In Oslo:

Budget hotel 800-900 NOK per night

In Tromsø:

Budget hotel 800-900 NOK per night

Per-diem:

370 NOK per day excluding breakfast and lunch (as breakfast normally is included in hotel fee and lunch is provided during the activity)