**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:

780 NOK per day

624 NOK per day if breakfast is included in hotel fee

390 NOK per day if breakfast is included in hotel fee and lunch is provided during the activity