***Application procedure***

* The student approaches the contact person of his or her programme to express interest in an internship at a Max Planck Institute
* Via this contact person, the Verwaltungsleiter (head of administration) of the relevant MPI is contacted. The student drafts, along with the supervisors an internship proposal. The proposal should include all information needed for the Erasmus+ Learning Agreement for Traineeships
* The Verwaltungsleiter of the Max Planck Institute approves or rejects the student
* If the student is accepted, the student informs the International Office of his or her faculty and applies for an Erasmus+ grant. Preferably, at least 3 months before departure
* The International Office of the faculty will nominate the student for an Erasmus+ grant, including an additional Radboud Max Planck Internship grant.

From this point on, the same procedure is used as for regular applications for Erasmus + grants for internships. The Radboud Max Planck Internship grant will automatically be added to the Erasmus+ grant. The Erasmus+ procedure can be found [online](http://www.ru.nl/io/english/students/outgoing-exchange/erasmus-best-grant/).