



## Travel Cost Allowances for Early-Career Researchers to Support their Active Attendance at National and International Conferences

As of: 23/03/2018

**Aim:** Supporting junior research staff is a central goal of the University of Greifswald. This funding programme takes the special situation of doctoral candidates and postdocs into account. The aim of the financial support is to foster academic exchange and to enable the presentation of research results.

All doctoral candidates and postdocs at the University of Greifswald, who would like to actively present their research projects or results at a conference, or who would like to chair a session, are **eligible**. The grant will only be funded if the corresponding contribution to the conference has been accepted. Early-career researchers at University Medicine and doctoral candidates with an employment contract that amounts to more than 65/100 are not eligible for funding.

**Funding:** Funding is granted for a certain percentage of the total costs that are eligible for funding, usually amounting to a maximum of 50 %. The conference participation costs that are eligible for funding are pursuant to the *Landesreisekostengesetz M-V* (State Travel Costs Law of the State of Mecklenburg-Vorpommern), - i.e. travel and accommodation costs, participation fees, other costs.

**Deadline for Funding Requests:** Requests can be submitted at any time. The trip should be planned no earlier than eight weeks after submission.

**Application:** please submit the following documents:

### Doctoral Candidates

- Written statement (max. 1 page) with description of the conference and planned active contribution (poster, presentation, chairing a session),
- Proof that the contribution has been accepted (can be submitted at a later date, but must have been submitted before the funds are paid out),
- CV,
- Support letter from the supervisor,
- Declaration from the chair about the amount granted by the chair,
- For trips abroad: Proof that the International Office has been contacted for advice.

## Postdocs

The following documents must be submitted in addition to those required for doctoral candidates:

- Written statement (max. 1 page) with description of the conference and planned active contribution (presentation, chairing a session),
- Proof that the contribution has been accepted (can be submitted at a later date)
- Publication list and (if applicable) details of successfully raised external funding

**Planned Budget** The total travel expenses, other financial aid that has been granted and the funds being requested should be detailed in a financial plan, according to the following scheme:

<b>1. Total Costs</b>	<b>EUR</b>
Travel Expenses	
Accommodation Costs	
Participation Fees	
Other Costs (parking, visas etc.)	
<b>Total</b>	
<b>2. Financial Support that Has Already Been Granted/Requested</b>	
Chair/Institute	
International Office	
Other	
<b>3. Funds Being Requested</b>	

The granting of funds is subject to the allocation of funds and the acceptance of an active contribution to the conference.

**A report must be submitted, detailing the use and amount of funds spent. Funds that can no longer be used in accordance with the request and grant, are lapsed.**

The requests for funding are to be submitted only in digital form, via email, to the Rectorate:

Pro-Rector for Research and International Affairs  
[prorektor@uni-greifswald.de](mailto:prorektor@uni-greifswald.de)

**Procedure:** After the documents have been submitted, the requests are examined by the Research Support Council. The final decision is made by the Pro-Rector for Research and International Affairs.