



## Call for Proposals for Grants for Early-Career Researchers to Support their Active Attendance at National and International Conferences

Last revised: 9 August 2022

**Objective:** 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 financial support has been set up to foster academic exchange and to enable the presentation of research results.

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, and who are employed as a teaching/research assistant or graduate assistant at the University for the duration of the trip or online event are **eligible** for funding. The grant will only be provided if the corresponding contribution to the conference has been accepted. Externally funded early-career researchers, doctoral candidates with an employment contract that has a scope of more than 65 % and early-career researchers from University Medicine 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 stipulated in the *Landesreisekostengesetz M-V* (State Travel Costs Law of the State of Mecklenburg-Vorpommern), - i.e. travel and accommodation costs, participation fees, other costs. The grant amount must cover at least € 200 (overall costs of € 400). As a general rule of principle, grants are usually limited to € 300 for conferences in Germany and € 500 for international trips.

**Deadline for applications:** Applications can be submitted by one of the following four dates: 31 March, 30 June, 30 September, 31 December. The application must be submitted at least four weeks prior to the planned trip or participation in an event.

**Application:** Please submit the following documents:

- Written statement (max. 1 page) with description of the conference and planned active contribution (poster, presentation or the role of chairperson at 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),
- Curriculum Vitae (CV)
- Support letter from the supervisor or chair
- Declaration from the chair about the amount granted by the chair, as well as a declaration that the costs cannot be fully covered by the chair's/third-party funds
- If applicable, list of publications and acquired external funding (in particular for postdocs)

**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. Costs</b>	<b>EUR</b>
Travel expenses	
Accommodation costs	
Participation fees	
Other costs (parking, visas etc.)	
<b>Total costs</b>	
<b>2. Financial support that has already been</b>	
Chair/Department/Institute	
International Office	
Other	
<b>3. Requested funds</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 application and grant are lapsed.

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

Pro-Rector for Research, Transfer and Digitisation  
[prorektor-forschung@uni-greifswald.de](mailto:prorektor-forschung@uni-greifswald.de)

**Procedure:** After the documents have been submitted, the requests are examined and decided upon by the Pro-Rector for Research, Transfer and Digitisation within four weeks after the deadline for submission.