



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

Last revised: 24/01/2020

Aim: Supporting early-career researchers 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.

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, and who are in employment at the University for the duration of the trip are **eligible** for funding. The grant will only be provided 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 % 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.

Deadline for Funding Requests: Requests can be submitted at any time. The start of the trip should not be planned for any earlier than eight weeks after submission of the request.

Request: 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,
- For trips abroad: Proof that the International Office has been contacted for advice.
- 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:

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

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-forschung@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.