

General instructions regarding applications to the Graduate Center for funding for conference visits and research stays

We would like your conference visit or research stay to be a success. Please read these instructions carefully as they contain a lot of useful information. These instructions do not claim to be complete. If in doubt the rules and regulations of the Travel Management of Kiel University, the relevant statutory regulations and supplementary information from the Graduate Center apply.

There are many legal rules and regulations, some of which are very detailed, which is why it is very important that you understand and follow them. If you do not you run the risk of not receiving any funding or the funding may expire. This is relevant for all your conference visits and research stays during your time at Kiel University.

The Graduate Center provides funding for conference visits and research stays of doctoral candidates at Kiel University who are registered with the Graduate Center for up to 80 % of costs incurred, but not more than €500. (The 80 % apply to the sum that is left after the deduction of all other financial support.) The Graduate Center requires all applicants to contribute appr. €100 of their own funds. Please note also that the Center as a rule does not grant sums of less than €100. Since funding through the Graduate Center is limited not all applications will be successful.

The Graduate Center's funding is intended particularly for doctoral candidates who do not have the possibility of receiving 100 % funding elsewhere. Therefore the Center expects all applicants to apply first to all other possible sources of funding. Examples for such sources are listed at the end. It is also the applicants' duty to identify further possible sources and to document meticulously their efforts in doing so.

When applying for a grant applicants are required to mention all other grants or stipends they receive in addition to their scholarship or wages. If you receive such additional subsidies, you must include in your application a copy of the current statement granting you such subsidies and the exact amounts you receive. If the subsidy exceeds €50 a month it will be included in the calculation of the travel grant.

Doctoral candidates with German citizenship are expected to apply first for a short-term grant for research stays or a conference visit travel grant from the German Academic Exchange Service (DAAD). (Please note that financial support from third parties must be mentioned in the application and will later be deducted from the DAAD grant.) Grants from the Graduate Center will only be allocated if no funding from the DAAD is forthcoming. The applicant is required to submit the formal rejection from the DAAD. In order to meet the various deadlines you can submit your application for a Graduate Center travel grant at the same time as your DAAD application and hand in the acceptance or rejection letter from the DAAD later. Doctoral candidates from abroad have the possibility of applying for a short-term grant for research stays at a research institution outside Germany from the DAAD. You are expected to apply for one of these grants first before you submit your application to the Graduate Center. (If you require assistance with your DAAD application please contact the Graduate Center.)

The Graduate Center grant will be taken into account when the costs of your conference visit or research stay are being settled and all other funding has been factored in. You are required to inform the Graduate Center about any other grants or funding by submitting respective documentation. The Graduate Center does not grant daily allowances. If your travel costs amount to more than €200 it is possible to get an advance payment.

If other doctoral candidates supervised by your supervisor are planning to attend the same conference please settle beforehand which one of you is submitting an application to the Graduate Center. In such cases the Center only accepts one application per conference and supervisor.

Short check-list for business trips

If you apply for the approval of a business trip or a research stay at an institution outside Kiel University you must comply with the various statutory rules and regulations. Some important points are also mentioned in these instructions, which is why you should read them carefully. The following short check-list is intended to help you with your application:

- Define the period of your departure and return
- Research carefully how you can reach your destination and, if possible, choose the cheapest option
- Fill out an application for approval of a business trip; your supervisor must sign this application
- Follow the steps outlined under point 2 “Application of approval of a business trip” precisely
- Collect all receipts, bills etc. during your travels and/or research stay; **please note:** hotel bills should be made out to your employer, i.e. Kiel University, followed by the name of your institute; if your name appears in the address you risk incurring extra costs, for which you might not get reimbursed
- Fill out the form “Application for the settlement of a business trip” as soon after your return as possible and pay close attention to the points outlined under point 3 “Settlement”

Application

The Graduate Center has **three annual deadlines** for applications:

For trips starting on a date between	application due at Graduate Center by	notice of granting or rejection by
1 March and 30 June	15 December of previous year	1 February
1 July and 31 October	15 April	1 June
1 November and 28/29 February	15 August	1 October

Your application – **filled out completely and signed** – must be submitted by one of the above-mentioned deadlines to: Geschäftsführung des Graduiertenzentrums, Leibnizstraße 3, 24 118 Kiel or handed in at the University’s Main Lodge, Christian-Albrechts-Platz 4 (please ask for a date stamp). Please also send your complete application as a pdf-file to the Graduate Center at request@gz.uni-kiel.de. The Graduate Center does not process incomplete applications or applications that have not been submitted in paper **and** electronic form.

When applying you must prove that you are unable to receive full funding from any other source. Therefore you have to apply to all other possible sources of funding, which should be listed on the application form (including those not listed as examples at the end of these instructions). Please submit appropriate documentation (copy of the applications to other funding organizations or, if at hand, a copy of their reply) with your application that documents your efforts in this respect. If you do not apply to any other funding sources you should give your reasons for this. If your application was rejected elsewhere, you should enclose a copy of this rejection with your application to the Graduate Center.

Frequency of grants to one person over the course of doctoral studies

The decision about successive applications by the same person will be made in the scope of all applications submitted in the relevant submission period. **Basically the following rule applies:** First applications will be ranked higher in the priority list and will be preferred when applications are deemed to be of the same quality.

Selection criteria for approval of applications

a) for conference visits

Category 1 „Conference objective“

- 1st priority: first authorship
- 2nd priority: lecture or poster presentation
- 3rd priority: no own contribution

In the case of two equivalent category 1 submissions, **category 2 „Other sources of funding“** applies:

- 1st priority: no other funding possible
- 2nd priority: funding from other sources possible but applications have been rejected
- 3rd priority: insufficient funding from other sources

b) for research stays

Category 1 „Aim of research stay“

- 1st priority: Research stay with the aim:
 - to directly process results in order to prepare for publication
 - to directly process results for the dissertation
- 2nd priority: Research stay with the aim:
 - to learn or optimize methods
 - to acquire basic data (archive trip, collecting of material etc.)
 - to establish/develop co-operations

In the case of two equivalent category 1 submissions, **category 2 „Other sources of funding“** applies:

- 1st priority: no other funding possible
- 2nd priority: funding from other sources possible but applications have been rejected
- 3rd priority: insufficient funding from other sources

Guidelines for business trips which are (partially) financed by the Graduate Center:

Travel expenses will only be reimbursed according to the regulations of the Graduate Center and the Bundesreisekostengesetz (federal travel expenses law). You can find more information about these federal regulations here:

<http://www.uni-kiel.de/personalmanagement/brkg.shtml>

Please scroll down to the last three items.

Application for the approval of a business trip

In general the Graduate Center grants will be added to the reimbursement by the Travel Management of Kiel University in the scope of your application for the settlement of a business trip. This means that when applying for funding from the Graduate Center you must submit an application for approval of a business trip. For insurance purposes the Graduate Center strongly recommends that you always submit this application to your institute and/or supervisor **before you book your trip**. You should also submit this application if you are not an employee of Kiel University but the recipient of a scholarship. In this case please enter “scholarship holder” in the space marked “Personnel number”. Concerning other exceptions please contact the Graduate Center. If by this time you have already secured funding from other sources please mention this in your application.

Once the Graduate Center has approved your funding, please submit your application for approval of a business trip – authorized by your institute and/or your supervisor – to the Center. If necessary the Graduate Center will forward your application to the Travel Management for final approval. You must submit your application to the Graduate Center **at least five working days before the start of your trip**. If your application is different in any way and needs clarification the Graduate Center recommends that you submit it at least two weeks before the start of your trip to the Center. Approval by the Travel Management via e-mail is possible within one day. You must add this e-mail to your application for the settlement of a business trip.

In the following instances your application for approval of a business trip, **including details about the funding**, must be authorized not just by your institute and/or supervisor, but also by the University Board as represented by Travel Management: daily return to your home address, domestic flights, car rental, first class rail travel, use of a private car, use of a Kiel University vehicle and payment of an advance. In all these instances you must submit your application for approval of a business trip to Travel Management after it has been authorized by your institute and/or supervisor, even if not the Graduate Center but another source is funding your trip. If the Graduate Center has approved your grant it will enter the requisite details in the respective form and will then forward your application. These kinds of business trips will only receive final approval after the final authorization of funding.

Doctoral candidates from associated institutions, such as e.g. the GEOMAR Helmholtz Centre for Ocean Research Kiel, submit their application for approval of a business trip to their home institution. They are required to send the Graduate Center a copy of the authorized application before starting their trip.

Please note that if you intend to combine your business trip with a private trip or a private stay the private part of the trip **should not take longer than five days**. If it takes longer than that the costs incurred cannot be settled. **In such cases grants from the Graduate Center are forfeited and all advance payment must be paid back in full.**

If your application for approval of a business trip has been authorized by your institute and/or your supervisor your business trip is formally approved. The settlement of the costs incurred during your trip is a separate procedure; it requires the submission of the appropriate form with all requisite documentation and original receipts to Travel Management.

Settlement of accounts

Advance payments

Advance payments are only granted when travel costs exceed € 200. If you require an advance payment on your grant in order to book your trip please note that the Graduate Center requires at least two weeks' notice to instruct Travel Management to transfer the advance to your bank account. We recommend that in this case you submit your application as soon as possible.

Doctoral candidates from associated institutions may also receive an advance payment. In these cases it is absolutely essential that you contact the Graduate Center as early as possible before your departure to resolve the manner of the advance payment.

Settlement of a business trip

If you do not submit the application for the settlement of a business trip within the statutory period of six months after your return or if you cancel the trip you will have to return all advance payments and all grants are forfeited.

Costs incurred should be claimed **within six weeks after your return**. In general this entails submitting an application for the settlement of a business trip including all relevant original bills and receipts and the authorized application for the approval of a business trip.

Please note that accommodation can only be reimbursed with a sum of not more than € 60 per overnight stay. Conference organizers often negotiate special rates for conference participants with local hotels. Moreover the German federal administration has brokered special arrangements with national and international hotels. These are listed in the so-called TMS lists:

<http://www.uni-kiel.de/personalmanagement/brkg.shtml>

You can find the relevant links under points 4 to 7. Please check this TMS lists before booking accommodation.

In general journeys by taxi cannot be reimbursed. Costs for meals also cannot be reimbursed.

Doctoral candidates from associated institutions submit their application for the settlement of a business trip to their home institution. In order to claim the Graduate Center grant they need to hand in the original bills and receipts to the Center. It is therefore expedient to have all bills and receipts issued in two copies during the business trip. If it is not possible to get two copies of a bill or receipt please submit an authorized copy of the original document.

If you have any questions concerning the settlement of costs please contact Ms. Steffi Ohlmeyer at the Graduate Center.

Examples of other possible funding:

Funds from projects that finance you and your doctoral project

(DFG, DAAD, BMBF, EU, corporations, etc.)

Please note: Funds from projects financed via the Kiel University budget may not be combined with grants from the Graduate Center.

Your scholarship donor

(„Landesgraduiertenförderung“ (federal state graduate scholarships), scholarship programs for gifted students, Kiel University foundations, all other foundations, DAAD, private sponsors etc.)

Important! Please note: Funds from projects financed via the Kiel University budget may not be combined with grants from the Graduate Center. The „Landesgraduiertenförderung“ (federal state graduate scholarships) fall under this rule, but not funding from Kiel University foundations. Any funding from the DAAD that you already receive from an existing project also falls under this rule. You may, however, apply to the DAAD for funding under „Kongressreisen“ (conference visits) or under short-term research stays.

Beneficiaries of the „Landesgraduiertenförderung“ (federal state graduates scholarships), who for research purposes require a stay abroad of at least 30 days and who have German citizenship, may apply to the DAAD for additional funding for this period (up to 12 months) within the program „DAAD-Aufstockung auf die Länder-Graduiertenförderung“ (supplementary payments for federal state graduate scholarships).

Important! Please read the DAAD conditions of grant approval, as described on the DAAD website – in particular the conditions applying to beneficiaries of the scholarship programs for gifted students and Research Training Groups, and for applicants receiving funding from several DAAD funding programs, including sponsorship in a partner or structural program.

Your doctoral program

Please note: Funds from projects financed via the Kiel University budget may not be combined with grants from the Graduate Center.

Conference organizers

Conference organizers often support junior scientists' participation by offering reductions in the cost of conference fees and travel subsidies.

Scientific associations of your subject

Scientific or academic associations often fund junior scientists by means of reduced conference fees and travel grants. Please note here the regulations concerning co-financing. If the society does not allow co-financing you may only apply for your grants there. If the society takes other funding into account, you must mention the Graduate Center grants.

Your institute

Kiel University's institutes may fund junior scientists by means of travel grants.

Please note: Funds from projects financed via the Kiel University budget may not be combined with grants from the Graduate Center.

Your faculty

Kiel University's faculties in some cases fund junior scientists by means of grants towards the costs of travel and conference fees.

Please note: Funds from projects financed via the Kiel University budget may not be combined with grants from the Graduate Center.

Kiel University foundations

Kiel University may fund junior scientists with grants from its own foundations. Application procedures are laid down in the foundations' statutes. You will find an overview of these here:

www.uni-kiel.de/foerderer/stipendien/stiftungen.shtml.

Information on applications is available here: www.uni-kiel.de/foerderer/stipendien/stiftungen-bewerbung.shtml.

Please note that the amount of funding available every year from the foundations can vary significantly.

Direct application to the DAAD for funding within the funding program „Conference visits“ or “Short term grants for doctorals candidates” (both for German candidates only!)

Application forms: www.daad.de/ausland/download/05104.de.html

DAAD grants:

www.daad.de/imperia/md/content/de/ausland/__bersicht_stipendienraten_deutsche.pdf

Important! Please read the DAAD conditions of grant approval.

Others

Please inform us in your applications of other possible funding sources for which you are eligible to apply.