

INFORMATION LEAFLET ON APPLYING TRAVEL ALLOWANCES FOR PARTICIPATING IN EXPERT CONFERENCES

Taking part in national and international scientific expert conferences is an important part of the qualification stage during a dissertation or habilitation. To principally enable every Graduate Academy member a participation in expert conferences, the Graduate Academy promotes the active participation in national and international expert conferences by granting travel allowances in justified exceptional cases.

1. Persons authorized to submit an application

- Members of the Graduate Academy

Travel allowance applications are submitted by the applicant for himself/herself as individual person but not for a group of members.

2. Eligible journeys

- Funding is provided for journeys to national or international scientific conferences or summer-/winter schools related to the doctoral thesis or research activity and with an own contribution (lecture, poster presentation) by the applicant.

3. Amount of funding

- Every Graduate Academy member is allowed to spend a maximum of 500 EUR of the member budget for travel grants if no alternative financing options are available.
- Depending on the individual case (e.g. if the actual costs exceed the maximum grant from the graduate academy and grants from other sponsors) it is assumed that the relevant department will also contribute to the financing.

4. Eligible costs

- The costs related to the participation in conferences that can be reported are conference fees, travel costs and accommodation costs. Daily allowances cannot be considered. Costs for meals, material costs such as books and photocopies, entertainment or private travel are not covered. When planning travel and accommodation costs, the [Travel Expense Guidelines](#) of the University of Rostock must be considered.

5. Application procedure

Applications for funding travel grants must be submitted online to the Graduate Academy four months prior to conference date minimum.

The Graduate Academy expects the applicants to mainly seek for funding from other funding providers. Where funding opportunities from other sides exist, these must be - also in the own interest - exploited before a funding from Graduate Academy can be used.

Further information on travel grants provided by supraregional foundations are provided on the [website of the Graduate Academy](#).

6. Application for funding

The application form is available for download at:

<https://www.uni-rostock.de/en/research/promotion-of-early-career-researchers/graduate-academy/funding-and-support/conference-visits/>

We kindly ask you to submit the signed application with the demanded documents as pdf file via the online form available on the Graduate Academy's website:

<https://www.uni-rostock.de/en/research/promotion-of-early-career-researchers/graduate-academy/funding-and-support/application-portal/>

The funds are allocated by the Graduate Academy management.

7. Further procedure after application approval

Prior to starting the business trip, after approval by the Graduate Academy:

- A travel authorization request must be submitted for a payment of the travel allowances. Only with this travel authorization request, the business trip can be formally approved. Without a submitted travel authorization request, no funding by the Graduate Academy can be provided. The Graduate Academy grants are paid within the course of the travel cost reporting by the Department 2.4. Staff Budget.
- The travel authorization request signed by the supervisor or chair holder (page 1 only) must be presented to the Graduate Academy three weeks prior to business trip start latest.
- If no additional grants are provided, the fields „Chapter“, „Title“, „Financed by“ are filled in by the Graduate Academy, i.e. they must be left blank. Where additional grants are provided (institute, chair, faculty, dissertation program or external funding provider), the fields „Chapter“, „Title“, „Financed by“ must be filled in by the relevant institution. The Graduate Academy's office completes the data on funding provided by the Graduate Academy.
- The Graduate Academy forwards the application on business journey approval to Department 2.4, Staff Budget.

After the business trip:

- Submission of the filled in pages 2-3 of the business trip application and of the original invoices and payment proofs to the Graduate Academy.
- After the reporting was completed, the Graduate Academy will transfer the approved subsidies from the applicant's member account
- By approval, the applicants are basically obliged to submit a report to the Graduate Academy after completing the funded project (to be transferred as file attachment by email - not as printed version!)
- Elaboration of a brief report on the course and the results of the conference participation for the Graduate Academy (to be submitted as email attachment - not as printed version!)

8. Contact

For further questions, please do not hesitate to contact the management of the Graduate Academy (Email: grada@uni-rostock.de).