



## GUIDELINES FOR APPLYING FOR A TRAVEL GRANT / FAQS

### WHO CAN APPLY FOR A TRAVEL GRANT?

The travel grants are open to:

- **Doctoral students** who are officially admitted to a faculty at Heidelberg University and have completed a university degree which qualifies them to pursue doctoral training. Medical students who are pursuing their doctorate while completing their first medical degree are not eligible to apply.
- **Postdocs** who have completed their doctoral degree within the past three years and who have an employment contract with Heidelberg University.

### WHAT KINDS OF TRIPS ARE SUPPORTED BY THE GRANTS?

You can apply for a travel grant to:

- attend a conference with direct relevance for your doctoral project. The conference can be in Germany or abroad. Applicants are expected to actively participate in the conference (through a poster presentation or talk). Please indicate the form of participation clearly on your application.
- attend a workshop or a (summer or winter) school with direct relevance to your doctoral project. The event can be in Germany or abroad. Applicants are expected to actively participate in the conference (through a poster presentation or talk). Please indicate the form of participation clearly on your application.
- carry out a research trip for the purpose of gathering data, visiting libraries or archives, carrying out field research, conducting interviews, working with specialized equipment etc. The research trip must have direct relevance to your doctoral project.

### WHEN SHOULD I APPLY?

#### Application deadlines for trips taking place in 2017/18:

15 January 2017	for trips taking place between 15 February 2017 and 31 August 2017
28 May 2017	1 <sup>st</sup> funding period for trips taking place between 1 July 2017 and 30 September 2017 2 <sup>nd</sup> funding period for trips taking place between 1 November 2017 and 14 February 2018* *the 2 <sup>nd</sup> funding period is <b>conditional</b> upon the award of interim financing after the conclusion of funding through the Excellence Initiative.

Please take note of the application periods and time your application accordingly. Incomplete applications and applications submitted after the appropriate deadline will not be considered. Notification of the awards results are sent out by email about 8-10 weeks after the applicable application deadline.

## **TECHNICAL INFORMATION ABOUT THE ELECTRONIC APPLICATION AND EVALUATION FORMS.**

Please use only the space provided in the existing fields on the application forms. The evaluators will not be able to read any text that extends beyond the existing limits of the fields.

Please do not change the formatting of the fields on the application forms.

Please fill out the forms electronically; do not handwrite your application. If you have a problem using the forms, please contact our office.

In order to ensure that the electronic forms work with all versions of the Adobe software, we strongly recommend that you first download and save the empty application form on your computer and then fill the form out and save it again.

Please use an Apple or Windows operating system to fill out the forms. The forms are not compatible with a Linux system.

Please send the application documents as separate attachments in your email. You do not need to merge the various documents into one PDF file.

## **DO I NEED TO SUBMIT ANY ADDITIONAL DOCUMENTATION (E.G. PUBLICATION LISTS, CV ETC) WITH MY APPLICATION?**

No, all of the information necessary to evaluate your application can be provided on the application form. The evaluators receive only the application form and the supervisor's evaluation form. No additional documents such as publication lists, literature lists, or CVs will be sent to the evaluators.

## **CAN I APPLY TO ATTEND A CONFERENCE BEFORE MY ABSTRACT (FOR A POSTER PRESENTATION OR TALK) HAS BEEN ACCEPTED BY THE CONFERENCE ORGANIZERS?**

Yes. In such cases, the award of a travel grant is conditional upon acceptance of the abstract. Please indicate on the application form when you expect to hear from the conference organizers and submit the acceptance letter as soon as you receive it.

## **CAN I APPLY MORE THAN ONCE FOR A TRAVEL GRANT?**

You may apply only once for any one conference, workshop or research trip. You may also only apply for one trip at any application deadline. However, over the course of your doctoral training or postdoc work, you may apply for more than one travel grant to go to various conferences, workshops or on different research trips.

## **CAN I RECEIVE MORE THAN ONE TRAVEL GRANT?**

If you have already received a travel grant from the Graduate Academy, you are generally no longer eligible to apply. A second application will be possible only in well-founded cases. Please contact us for more information.

## **WHAT ARE MY CHANCES OF RECEIVING A TRAVEL GRANT FROM THE GRADUATE ACADEMY?**

We are able to fund approximately 20-30% of the applications that we receive. Therefore, we strongly recommend that you also search for other funding opportunities for your trip, for example, from the DAAD.

## **WHY AM I ASKED ABOUT THE FUNDING OF MY DOCTORAL TRAINING ON THE APPLICATION FORM?**

You are asked about the funding of your doctoral training because, in addition to the academic quality of your project and the relevance of your planned trip, the existence of an alternative source of funding for your trip (e.g. through your institute, graduate programme or fellowship)

will play a role in the evaluation of your application.

### **WHICH EXPENSES CAN BE REIMBURSED BY THE TRAVEL GRANT?**

The travel grant will pay for transport (airfare, train fare, public transportation, rental car, taxi etc.), accommodations (hotel, private room rental etc.) and conference registration fees. The travel grants do not cover meals, entertainment, books, photocopying or expenses related to private travel.

### **I DO NOT KNOW EXACTLY HOW MUCH THE TRIP WILL COST. WHICH EXPENSES DO I ENTER ON THE APPLICATION FORM?**

If you do not yet know your exact expenses, enter your best estimate on the application form. Please be aware that if you receive a travel grant, the amount awarded in the grant will be based on these expenses. It will not be possible to claim more than the amount you enter on the application form.

### **WHO WILL EVALUATE MY APPLICATION?**

Your application will be evaluated by professors from all disciplines at the University of Heidelberg. The evaluators can also be outside your direct research subject; therefore, you should describe your research project and the planned conference/workshop/research trip in such a way that it can be understood by professors outside of your research field.

### **INFORMATION FOR POSTDOCTORAL APPLICANTS**

Although postdocs are free to apply for a travel grant for up to three years after completing their doctoral degrees, priority will be given to applicants in their first year of postdoctoral work.

### **HOW DO I KNOW IF YOU HAVE RECEIVED MY APPLICATION?**

It is not possible for us to automatically notify each applicant that their application has been received. If you want to check on the status of your application, please feel free to call the Graduate Academy Service Centre (Tel: 06221 – 54 3795). Please note that incomplete applications will not be considered.

### **WHEN WILL I BE NOTIFIED OF THE DECISION REGARDING MY APPLICATION?**

We do our best to send out the awards notifications about 8 – 10 weeks after each application deadline. Awards notifications are sent first by email and then by regular mail. Please be sure to provide a valid email address and a complete mailing address in the online registration form.

### **HOW ARE THE TRAVEL GRANTS PAID OUT?**

If you are awarded a travel grant, your expenses up to the maximum amount of the grant will be reimbursed after you have completed your trip.

### **WHAT DO I HAVE TO SUBMIT IN ORDER TO HAVE THE GRANT PAID OUT?**

You must send in the appropriate form (which is sent out with the approval notice) and all of the original receipts for the expenses you wish to claim. Expenses for which you do not have a receipt cannot be reimbursed.

### **WHEN DO I HAVE TO SUBMIT MY RECEIPTS?**

We appreciate it if you submit your receipts as soon as possible after your trip is completed. Expenses can be reimbursed only until December 1st of the corresponding calendar year.

### **WHAT HAPPENS TO MY TRAVEL GRANT IF I CANNOT GO ON MY PLANNED TRIP?**

The travel grant is not transferable to another person or to a different event. Therefore, if you are unable to carry out your planned trip, you will automatically forfeit your award.

**WHAT HAPPENS IF MY RESEARCH TRIP HAS TO BE POSTPONED?**

It is possible to postpone a research trip; however, in this case you must contact our office as soon as possible in order to notify us of the new dates. The travel grant will apply to the postponed trip only if the purpose and destination of the trip remain unchanged.