Mobility Grants 2018 – Additional call for applications

PROGRAM: International academic projects
(research/summer schools/block seminars/academic field trips)

DEADLINE FOR APPLICATIONS: 27th JULY 2018

The program supports international academic projects of Bavarian universities with their partners in Eastern Europe. The program aims at preparing more intensive collaboration in research and teaching.

Funding can be granted for conferences, preparation of projects, block seminars, field trips or summer schools etc.

Maximum funding amount: 3,000 Euro

Guidelines for applications:

1. Who can submit an application?

The application can only officially be submitted by a lecturer of a state-run or church-aided and state-approved Bavarian university or university of applied sciences or art academy.

In case your application will be selected for funding, the grant must be transferred to an accounting unit of an institute of higher education (e.g. chair, faculty). Please indicate the relevant accounting unit in your application in the section “applicant / Antragsteller” in the field “short profile”.

2. Program’s focus

The program’s focus is put on the region/countries: Western Balkan countries, Belarus, Russia and Ukraine.

Applications with the following target or partner countries can be funded: Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Estonia, Hungary, Kosovo, Latvia, Lithuania, Macedonia, Moldova, Montenegro, Poland, Romania, Russia, Serbia, Slovenia, Slovakia, Ukraine.

If you want to submit an application with the Czech Republic as a target or partner country, please address to the “Bayerisch-Tschechische Hochschulagentur”: www.btha.de

3. In what time frame do the funded projects have to take place?

This call is only applicable for projects that take place during the year 2018 and will be completely finalized (also in accounting terms) before 30th November 2018. Any expenses that are made or proven by receipt after 30th November 2018 cannot be funded. Please take into account that the
Mobility Grants 2018 – Additional call for applications

Approval of subsidies is exclusively connected to the project for which the application has been made. A subsequent reallocation to other projects is not possible.

4. Which documents have to be handed in for the application?

Applications must be submitted online. Please find the link to the online submission system at the end of this call. Additionally, the printed online application form must be sent to BAYHOST by post.

Please have the following information prepared before starting the online application:

1. Project title and description
2. Time schedule
3. Contact information of the applicant, further persons responsible for the project (if applicable) and of the student(s) or early stage researcher(s) to be supported, as far as those date are already available (university, department, position, e-mail)
4. Financial plan including the amount and type of costs (costs for travel and accommodation, daily allowances)
5. Statement of reasons, why a different funding is not possible

All above mentioned data can be entered in the online application form. In addition, you may upload files to your application.

Special note for applicants from Friedrich-Alexander-Universität Erlangen-Nürnberg: Please have your application signed by the Central Office for International Affairs.

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5. How is the disbursement of the funding amount organized?

The applicants will receive a notification by BAYHOST after the application deadline, whether the application was approved or not. BAYHOST allocates the funds in case of approval by means of the Accounting Department of the University of Regensburg onto the applicants’ university.

Guidelines for the finance plan and clearance

1. To what amount is it possible to fund travel expenses?

The mobility grants program is geared to the Bavarian travel expense law (Reisekostengesetz).
Mobility Grants 2018 – Additional call for applications

Please indicate the actual or a realistic amount of travel expenses within the financial plan. When it comes to refunding of travel expenses BAYHOST will look about the cheapest possible way (e.g. train 2nd class, cheap flight) of travelling depending on the individual case and the distance of the destination. Funding of a fixed fee per km (0,25 € per km) is possible, when travelling by car.

Funding of travel expenses may be granted up to the amount of the travel allowances indicated by the German Academic Exchange Service (DAAD):


2. To what amount is it possible to fund accommodation expenses?

In accordance with the Bavarian travel expense law it is possible to refund costs for hotel accommodation up to the amount of 90 € per night in cities with less than 300,000 inhabitants and up to 120 € per night in cities with more than 300,000 inhabitants.

For a stay abroad please consider the following table:


3. To what amount is it possible to fund expenses for meals?

It is possible to include a daily allowance for meals in the financial plan. The maximum amount of daily allowance in Germany is 17,20 € for stays of several days’ duration in hotels that include breakfast in the price for accommodation (without hotel breakfast 21,50 €).

For a stay abroad please consider following table:


4. Is it possible to combine the mobility grants with other sources of funding?

You can also file an application, if you receive funding for the same project from another source. The source and amount of funding have to be indicated in the application. Please do also double-check with the other funding institution if they agree with an additional funding through BAYHOST.

However, in the proof it should be clearly stated which specific costs were covered by BAYHOST funding.

5. Which documents have to be handed in as a proof?

After the completion of funding the following documents have to be handed in to BAYHOST within four weeks after the research sojourn:

a. A report on expenditure of the funds („Verwendungsnachweis“) that has been checked and confirmed by the finance department of the university including a list of receipts
Mobility Grants 2018 – Additional call for applications

First you indicate the total amount of your expenses in the section “report on expenditure of funds” in the online submission system. Please find the form for the report on expenditure of funds („Verwendungsnachweis“) including a list of receipts in the online submission system for download.

The report has to be checked and confirmed by the finance department of the university. Therefore, you need to show the original vouchers and receipts to the finance department:

- Travel expenses: train/flight tickets etc.
- Accommodation: hotel bill or bill issued and signed by private landlord
- Meals: Confirmation of the disbursement of the daily allowances signed by the recipient(s). Supermarket receipts or restaurant bills are not necessary!

The original vouchers and receipts must be kept at the university of the applicant in order to be available for possible checking. It is not necessary to send copies of the vouchers and receipts to BAYHOST.

The checked and confirmed report is to be sent to BAYHOST by post. Funds that remain unused until 30th November 2018 will be retracted, a carry-over to the next budget year is not possible. **After this date, no further expenditure is allowed.**

b. Evaluation report

Please write an evaluation report on the project results where you exemplify to what extent the project has initiated or intensified cooperation with your international partners

The evaluation report must be submitted to BAYHOST in the online system within 4 weeks after the project, in no case later than by **30th November 2018.**

**Enter the online submission system**

By using the following link you will enter the online submission system. The system will provide you with an access key so you can get back to your application whenever you wish. After you have finished your online application you can download it as a PDF file, print it and send it to BAYHOST by post: [https://bayhost.oasys.uni-passau.de](https://bayhost.oasys.uni-passau.de)

**Contact person for questions concerning the application procedure:**

Regina Lohde
Tel. 0941 / 943-5046
(Tuesday, Wednesday: 13:00–16:00,
Thursday, Friday: 10:30–12:30)
E-mail: sekretariat@bayhost.de