Mobility Grants 2018 – Call for applications

PROGRAM: Research sojourn of students and early-stage researchers

DEADLINE FOR APPLICATIONS: 20th APRIL 2018

A. Students and early-stage researchers from Eastern Europe have the possibility to apply - in cooperation with an academic supervisor from a Bavarian university - for mobility grants for a research sojourn in Bavaria (travel expenses/allowance, accommodation expenses).

Please note: The application has to be made by the supervisor at the Bavarian University.

Maximum funding amount: 1,000 Euro

B. Students and early-stage researchers from Bavarian Universities have the possibility to apply - in cooperation with an academic supervisor from a Bavarian university - for mobility grants for a research sojourn in Eastern Europe (travel expenses/allowance, accommodation expenses). The main objective is the support of final papers/dissertations (i.e. diploma thesis, master’s thesis, PhD or habilitation).

Please note: The application has to be made by the supervisor at the Bavarian University.

Maximum funding amount: 1,000 Euro

Guidelines for application:

1. Who can submit an application?

Students and PhD candidates can and should prepare their applications to the program themselves. However, the application itself can only officially be made be a lecturer of a state-run or church-aided and state-approved Bavarian university or university of applied sciences or art academy. Hence, the university lecturer is the official applicant on behalf of the student or PhD student. Post-doctoral researchers at Bavarian Universities may submit their application themselves to BAYHOST.

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 in 2018 is put on the region/countries: Western Balkan countries, Belarus, Russia and Ukraine.
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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 research sojourns 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 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. Is it possible to apply for mobility grants in order to participate in an academic summer school or conference?

The application for mobility grants is possible if the participation in the summer school or conference makes a valuable contribution to the research within the scope of a thesis or scientific project. This has to be clarified in the application.

5. Is it possible to file an application for a group of students or early-stage researchers that are commonly participating in the same project (e.g. academic study trip, summer school)?

Yes, if the projects meets the objectives of the previous paragraph (4). The maximum funding amount per application is 1,000 Euro for the group in total.

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

In 2018 for the first time 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
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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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Referat für Internationale Angelegenheiten  
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7. 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 financial plan and proof of use

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

The mobility grants program is geared to the Bavarian travel expense law (Reisekostengesetz).

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:
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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

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.
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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 results where you exemplify the research activities conducted during the funded research sojourn and to what extent they have contributed to your thesis or research project.

The evaluation report must be submitted to BAYHOST in the online system within 4 weeks after the research sojourn, 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

Contact person for questions concerning the application procedure:

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