

Mobility Grants 2019

PROGRAM: **Research sojourns of students and early-stage researchers**

DEADLINE FOR APPLICATIONS: **17th April 2019**

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. bachelor 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

Research sojourns of senior academics from Eastern Europe can be supported if they contribute to the development of collaborative research that includes young academics as well, and if there are no other funds available. Please indicate the reasons.

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 by 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 BAY-HOST.**

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 accounting unit in your application.

2. Program's focus

The program's focus in 2019 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, Moldova, Montenegro, North Macedonia, 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 2019 and will be **completely finalized** (also in accounting terms) before **30th November 2019**. Any expenses that are made or proven by receipt after **30th November 2019** cannot be funded. Please take into account that the approval of subsidies is exclusively connected to the project the application has been made for. 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?

Please fill in the [application form](#) and the [project description](#) and send both as an e-mail attachment to sekretariat@bayhost.de.

Print the completed form plus the completed [data protection form](#), sign it personally and send both documents to BAYHOST by post.

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

Please make sure that your financial plan fulfils the internal rules of your university regarding costs and their amounts. In case of doubts, please ask the finance department of your university for advice.

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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): https://www.daad.de/medien/ausland/dokumente/rkp_kongress_vortrag_2019.pdf

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:

<https://www.uni-regensburg.de/verwaltung/medien/dokumente/auslandstagesaetze-2019.pdf>

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 the following table:

<https://www.uni-regensburg.de/verwaltung/medien/dokumente/auslandstagesaetze-2019.pdf>

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?

The following documents have to be handed in to BAYHOST within four weeks after the research sojourn or within four weeks after receiving the notification that your application has been approved (in the case of already completed projects):

- 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**

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Indicate the total amount of your expenses in the section “report on expenditure of funds” ([„Verwendungsnachweis“](#)) and the separate amounts in the “list of receipts” ([„Einzelbelegliste“](#)). Both documents have to be printed, then checked and confirmed by the finance department of your 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 2019 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 as pdf.

Latest date for submission is the **30th November 2019**.

**Contact person for questions regarding 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