



## FAQS – TRAVEL GRANTS

### BEFORE YOU APPLY

#### 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 working on 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 travel 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 2019:

**January 20, 2019:** for trips taking place between January 21, 2019 and **September 30, 2019**

**April 14, 2019:** for trips taking place between April 15, 2019 and **September 30, 2019**

\*\*\*\* In 2019 it is not possible for us to provide funding for travel that takes place after September 30, 2019. \*\*\*\*

Please take note of the application periods and apply at the earliest relevant deadline. The evaluation process generally takes about 8-10 weeks after the application deadline. If your trip takes place during this 8-10 week period, we will not be able to notify you of the results of your application before your trip begins.

Incomplete applications and applications submitted after the appropriate deadline will not be considered.

### **Where can I find information about the application procedure and forms?**

Information about the [application procedure and forms](#) is available here.

### **Tips for filling out the application form**

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.

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

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 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 send any additional documentation (e.g. publication lists, CV etc.) with my application?**

No. You must submit:

- the online registration form
- the application form
- proof of your admission to a university faculty (doctoral candidates) OR a copy of your employment contract with the university (postdocs)
- confirmation of your active participation in a conference or workshop, if applicable AND

- you must ensure that your supervisor submits the evaluation form on your behalf.

All of the information necessary to evaluate your application can be provided on the application 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 (up to the point at which you receive a travel grant; see next topic) 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 program 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 trip cancellation insurance, meals, entertainment, bench fees, books, photocopying or expenses related to private travel. The amount awarded for a

travel grant will be based on the expenses that you list on your application form, **up to a maximum amount of 1500.00 €.**

### **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?**

The travel grant applications are evaluated by professors from all disciplines at the University of Heidelberg. It is very likely that the evaluators for your application will not be active in your direct research field; therefore, it is very important for you to describe your research project and the planned conference/workshop/research trip in such a way that it can be understood and appreciated 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.

## **AFTER YOU APPLY**

### **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 Point (Tel: +49 (0) 6221 54 19763).

**Please note that incomplete applications will not be considered.**

### **When will I be notified of the decision regarding my application?**

The awards notifications are sent out after the entire evaluation process is completed; this process takes eight to ten weeks after the application deadline. It is not possible to inform you about the results of your application before all evaluations are completed and there is no fast track evaluation process for trips that fall within the eight to ten week evaluation period. If your trip takes place within this period, you will not receive the results of your application before you travel.

As soon as the evaluation process is completed, we send out the written notifications to all applicants, 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 and when 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. The expenses will be reimbursed only after you have completed your trip. Please do not submit any receipts to our office until after you return from your trip.

### **What do I have to submit to have the travel 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 October 15, 2019. Expenses submitted after this date will not be reimbursed.

### **What happens to my travel grant if I can not 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.

If you are unable to take advantage of your travel grant, please inform the Graduate Academy immediately so that we have the chance to award these funds to another doctoral student or postdoc.

### **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. In 2019 it will not be possible to postpone a trip past September 30, 2019. The travel grant will apply to the postponed trip only if the purpose and destination of the trip remains unchanged.