

Mobility Grants 2024

PROGRAM: Research sojourns of students and early-stage researchers

DEADLINE FOR APPLICATIONS: **April 29, 2024**

Target groups, type, and amount of funding

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

The application must be made by the supervisor at the Bavarian institute of higher education.

Maximum funding amount: 1,000 Euro

B. Students and early-stage researchers from Bavarian institutes of higher education have the possibility to apply – in cooperation with an academic supervisor from a Bavarian institute of higher education – 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).

The application must be made by the supervisor at the Bavarian institute of higher education.

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.

Program's focus

The program's focus in 2024 is put on the region / countries: **Western Balkan countries** 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, 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

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 BAYHOST.

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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. In addition, for processing your application we need the **e-mail address of the responsible contact person / department in the accounting unit of your institute of higher education**. If several departments are involved (e.g. one for receiving the grant and another one for handing in the proof of use), we need all relevant contact details. Otherwise, we will not be able to process your application.

2. *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 2024 and will be **completely finalized** (also in accounting terms) **before 29th November 2024**. Any expenses that are made or proven by receipt after 29th November 2024 **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.

3. *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.

4. *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 meet the objectives of the previous paragraph (3.). The maximum funding amount per application is 1,000 Euro for the group in total.

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

The following documents must be submitted:

- **Online Application form** with the following information:
 - Contact details of the applicant and, if applicable, of the partner institute of higher education.
 - Information about the traveler(s) and the planned trip
 - time schedule
 - total project costs
- **Cost and financing plan** ([see template](#)):
 - detailed information about the travel expenses, accommodation, meals
- Informal **short description of the project** ([see template](#)):
 - Detailed information on the project (content, target group, status of cooperation, etc.)
 - Information on further cooperation and intended applications after finishing the project
- **Data protection form**

These documents are to be submitted **online** via our [StipSys Application form](#) **only**. We recommend preparing the cost and financing plan as well as the project description in advance and to have them handy for the submitting.

6. *How is the disbursement of the funding amount organized?*

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The applicants will receive a notification by BAYHOST approximately **one month 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' institute of higher education.

The applicants will be notified when the funds have been transferred to their institute of higher education. After that, the funds can be immediately used. Please contact the finance department of your institute of higher education.

If **funds** need to be **given to students or researchers from non-EU countries**, it is highly recommendable to do this in **cash during their stay in Germany**. Otherwise, you may experience technical difficulties while doing a bank transfer or the funding amount may be reduced by the banks.

Guidelines for the financial plan and proof of use

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

1. Which kind of costs are eligible?

The following costs can be funded:

- Travel expenses
- Overnight accommodation costs
- Meal costs/daily allowances for meals

2. 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.

If you travel by car, a lump sum of 0,40 Euro per kilometer and 0,02 Euro per additional person in the car can only be granted if you indicate valid reasons why travelling with public transport was not feasible. Otherwise, you will receive a lump sum of 0,25 Euro per kilometer. Valid reasons must also be indicated for travelling by plane or by a rental car.

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

3. 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](#):

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

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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](#).

5. *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.

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

The following documents have to be handed in to BAYHOST via e-mail **within four weeks** after the end of the research sojourn but not later than **29th November 2024**:

The report on expenditure of the funds „Verwendungsnachweis“ ([see template](#)) that has been checked and confirmed by the finance department of your institute of higher education including a list of receipts

The list of receipts – a detailed list of receipts „Einzelbelegliste“ ([see template](#))

Indicate the total amount of your expenses in the section “report on expenditure of funds” and the separate amounts in the “list of receipts”. Both documents have to be printed, then checked and confirmed by the finance department of your institute of higher education. 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 institute of higher education 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 e-mail**. **Funds that remain unused until 29th November 2024 will be retracted**, a carry-over to the next budget year is not possible. **After** this date, **no further expenditure is allowed**.

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 **29th of November 2024**.

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7. *Questions regarding the application procedure?*

Contact person for questions:

Beate Grabendorfer

Tel. 0941 / 943-5046

E-Mail: sekretariat-bayhost@bayhost.de