funded by

**Bayerisches Staatsministerium der Finanzen,
für Landesentwicklung und Heimat**

# Mobility Grants 2016 – Czech Republic

PROGRAM:     **Research sojourn of students and early-stage researchers / Czech Republic**

DEADLINE FOR APPLICATIONS:     **15TH JULY 2016**
(by e-mail and incoming mail stamp)

**A. Students and early-stage researchers from the Czech Republic** have the possibility to apply - in cooperation with an academic supervisor from a Bavarian institute of higher education (HEI: university, university of applied sciences or art academy) - 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 HEI.

***Maximum funding amount***: **1.000 €**

**B. Students and early-stage researchers from Bavarian HEIs** have the possibility to apply - in cooperation with an academic supervisor from a Bavarian HEI - for mobility grants for a research sojourn in the Czech Republic (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 HEI.

***Maximum funding amount***: **1.000 €**

## 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 Bavarian HEI**. Hence, the university lecturer is the official applicant on behalf of the student or PhD student. **Post-doctoral researchers at Bavarian HEIs may submit their application themselves to BAYHOST**.

### 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 2016 and will be **completely finalized** (also in accounting terms) before **18th November 2016.** Any expenses that are made or proven by receipt after **18th November 2016** 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.

### 3. Is it possible to apply for mobility grants in order to participate in an academic summer school or conference?

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

Applicants for Program 1 have to hand in the following documents to BAYHOST:

1. Informal cover letter including the letterhead of the applicant with the reference to the chosen mobility grant program offered by BAYOST
2. Project description
3. Time schedule
4. Contact information of the applicants and their partners (HEI, Department, position, e-mail)
5. Financial plan
6. Statement of reasons, why Statement of reasons, why other sources of funding are not available

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

Ute Grochulla
Central Office for International Affairs
Post: Schlossplatz 4, 91054 Erlangen
Tel.: +49-9131-8565150, Fax -8565162
mail: ute.grochulla@fau.de

## 5. Contact address for applications

BAYHOST
Keyword: mobility grants
Universitaetsstr. 31
93053 Regensburg
Germany
sekretariat@bayhost.de

> **Contact for questions concerning the application procedure:**
> Tel.: 0941 / 943-5046
> Email: sekretariat@bayhost.de

Please hand in your application **both by post and by e-mail (as a PDF file).**

## 6. 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

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Please indicate the costs, the actual number of participants and the duration of your stay within the financial plan.

### 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 choose **the cheapest possible way** (e.g. train 2$^{nd}$ class, long distance bus) of travelling and indicate the actual or a realistic amount of travel expenses within the financial plan.

Funding of a fixed fee per km (0,25 € per km) is possible, when travelling by car.

### 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 **60 € per night** in cities with less than 300,000 inhabitants and up to **90 € per night** in cities with more than 300,000 inhabitants.

For a stay **in the Czech Republic** please consider the following table („Auslandsübernachtungsgeld")
http://www.uni-regensburg.de/verwaltung/medien/dokumente/auslandstagessaetze-2016.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 is **17,20 €** for stays of several days' duration in hotels that include breakfast in the price for accommodation (**without hotel breakfast 21,50 €**).
Please note: Daily allowance can only be paid out after your stay. If pre-financing is not possible, daily allowance can be paid out in advance shortly before your stay.

For a stay **in the Czech Republic** please consider the following table („Auslandstagegeld"):
http://www.uni-regensburg.de/verwaltung/medien/dokumente/auslandstagessaetze-2016.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?

After the completion of funding the following documents have to be handed in to BAYHOST by 18th November 2016.

a. **A report on expenditure of the funds („Verwendungsnachweis") that has been checked and confirmed by the finance department of the university** (submission of original receipts is necessary!)

Please find the form for the report on expenditure **(„Verwendungsnachweis")** on our homepage in the category "Funding" („Förderung").

The report has to be checked and confirmed by the finance department of the HEI. The checked and confirmed report including original vouchers and receipts is to be sent to BAYHOST. Funds that remain unused until 18th November 2016 will be retracted; a carry-over to the next budget year is not possible.

b. **Original vouchers and receipts**

The following original vouchers and receipts have to be checked by the finance department of the applicant's HEI and then sent to BAYHOST:

- 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!

c. **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.