

## Funding guidelines for travel grants



To acquire outside expertise, the PhD students of the Integrated Research Training Group (IRTG) will receive financial support to visit workshops, conferences, and external international laboratories with travel funds as the IRTG considers conferences and research stays as particularly stimulating and outstanding opportunities for networking and scientific exchange. The applications will be reviewed by the steering committee.

The following guidelines hold when applying for travel grants:

- Only PhD students who are members of the IRTG are eligible for funding.
- Fundable events are conferences, meetings, workshops and research stays in a different group, which are of special interest for the applicants and their scientific career.
- **Per year and project one PhD student** can apply for a travel grant up to a maximum amount of 1.000 Euro for an international conference, 500 Euro for a national conference and 2.000 Euro for a research stay.
- The application for travel grants and the necessary documents must be submitted at least 6 weeks before the start of the event.
- The application should include a **motivation letter** and the **submitted abstract** (if available) to show the relevance to the CRC1507.
- For a **research stay** a summary of **planned experiments** should be included.
- **Workshops** are only fundable if they are not offered by the graduate academies of the respective university (e.g. Goethe Research Academy for Early Career Researchers (GRADE) or the FSU Jena Graduate Academy) and should be essential for the scientific career or personal development. The applicant should contact the coordinator before sending the application.
- Before the application is approved, the coordinator will contact the PI to ensure that the remaining costs will be covered.
- For **reimbursement** the following documents have to be submitted (at the latest 4 weeks after the end of the event): original receipts, declaration form (see forms) and proof of attendance and own contribution. Reimbursement will be made only after the complete submission of these documents.