

## Fact sheet: Travel grant to participate at conferences or for short-term

### research trips [As of October 2023]

Exchange with other scientists and young researchers is of central importance for Ph.D. candidates. The Graduate Academy supports Ph.D. candidates and postdocs with travel grants for attending conferences and congresses/symposia/workshops. The travel grants are paid as lump sums to mitigate the costs for participating at national and international conferences, congresses or symposia. In addition, shorter research trips up to the duration of four weeks can be supported. The amount of the lump sum depends on the respective conference venue or destination of the research trip.

### Object of funding

- Journeys to conferences and congresses/symposia/workshops
- Short-term research trips

### Resources and payment

- Duration: four weeks at the most
- Lump-sum:
  - Germany: 150 Euros
  - Europe: 400 Euros
  - Outside Europe: 800 Euros

### Eligibility to apply

- Doctoral students enrolled at Leibniz University Hannover as well as postdocs who are employed at Leibniz University Hannover
- A maximum of two applications can be submitted per person and calendar year.
- Previous funding of the Graduate Academy, further financial assistance or other requested funding for the respective conference/congress/research trip must be indicated

### Selection criteria will include

- Active participation at a conference (oral or poster presentation, or suchlike)
- In the case of passive participation at conferences: scientific evidence of its benefit for the dissertation project
- In the case of short-term research trips: scientific evidence of its necessity for the dissertation project

- Scientific excellence of the applicant
- Personal circumstances (social hardships) can be taken into account.

### **Selection procedure**

- Application deadlines: March 31 | June 30 | September 30 | December 31
- Funded applicants are selected within approx. two weeks.
- Applications for travel grants must refer to trips that are performed within six months after the application deadline.

### **Application documents**

- Completed application form
- Higher education diploma
- CV and und academic development, possibly including a list of publications
- Notification by the faculty of admission as doctoral student
- Confirmation of matriculation
- Financial plan (with documentary evidence)
- Letter of invitation or respective proof of active conference participation
- In the case of passive conference participation: scientific evidence of its benefit for the dissertation project (one page at the most) as well as conference programme
- In the case of short-term research trips: scientific evidence of its necessity for the dissertation project as well as a work schedule and timetable for the duration of the trip (one page at the most)
- Letter of recommendation of the main supervisor or, in the case of postdocs, the supervisor or scientific mentor (to be submitted separately)

Applications that do not fulfil these criteria or that have not been submitted in time cannot be taken into consideration.

### **Submission of documents**

**(Please do not use staples and/or transparent folders for documents!)**

- In writing  
 Graduiertenakademie  
 Leibniz Universität Hannover  
 Dr. Meike Huntebrinker  
 Stichwort: Reisekostenpauschale  
 Welfengarten 1  
 30167 Hannover

- Additionally, electronically as one single PDF document to:

[graduertenakademie@zuv.uni-hannover.de](mailto:graduertenakademie@zuv.uni-hannover.de)

### Declaration of data protection

According to the European General Data Protection Regulation (GDPR), we would like to inform you that we are storing and processing the data, you disclose in your application in order to conduct the application procedures.

Object of data protection regulations are your personal data, i.e. all information considering your personal circumstances you are disclosing in your application for a funding line of the Graduate Academy. You can find detailed information on our data protection regulations under:

<https://www.graduertenakademie.uni-hannover.de/de/foerderung/unsere-foerdermassnahmen/>

Data processing and storage demands **your consent**. By sending of the application documents via post or e-mail, you agree with the collection, storage and the usage of your personal data for carrying out the selection process.

You may revoke your consent at any time without stating reasons. Please inform the Graduate Academy in writing about revoking your consent using the email address [graduertenakademie@zuv.uni-hannover.de](mailto:graduertenakademie@zuv.uni-hannover.de)

### Obligation

The use of a travel grant obliges to comply with the "Guidelines to Secure Good Scientific Practice" in the version currently in force:

<https://www.uni-hannover.de/en/universitaet/profil/leitbild-und-leitlinien/gute-wissenschaftliche-praxis>.

Employees of Leibniz University Hannover who submit a business trip application for the requested conference or research trip are obliged to declare an approved travel allowance as a third-party contribution in their travel reimbursement documents.

### Contact for questions on applications

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