International Collaboration Package

KHYS aims at increasing the number of KIT doctoral researchers who make a research stay abroad. This is why we have launched the pilot project International Collaboration Package. The objective of the package is to promote the mobility and networking of doctoral researchers and sustainably establish these by means of fostering international collaborations. The International Collaboration Package is a modular funding scheme that consists of three different modules:

- **Module 1:** Strategic meetings at the collaboration partner’s organization
- **Module 2:** Networking meetings at KIT
- **Module 3:** Short-term stays of KIT doctoral researchers at the partner’s organization

The funding can cover one or several of the modules. However, the focus for every package has to be on Module 3. For the current call for applications, all of the planned activities have to take place within 2016. However, please note that all bills for Modules 1 and 2 have to be handed in by November 30, 2016.

**Target group:** KIT professors, heads of KIT institutes, or heads of certified KIT junior research groups

**Scope of funding**
The maximum sum for each funding package is €12,000. Each package can cover one or several of the three modules. However, the focus for every package has to be on Module 3. This means for example that the total sum of €12,000 could be used for Module 3.

More detailed information on the scope of funding for each module can be found [here](#).

If you have any questions concerning the International Collaboration Package please contact Jutta Klein-Hitpaß.

This measure is promoted by the German Academic Exchange Service and funded by the Federal Ministry of Education and Research.
Description of modules

Module 1: Strategic meetings at the collaboration partner’s organization

The aim of this module is that the partners use the meetings to develop joint activities such as research projects or summer schools. In addition they can use the meetings to prepare joint applications for third party funding (such as international research training groups). One focus of the activities discussed at the meetings should be on the mobility and networking of doctoral researchers.

Scope of funding:

The funding provided through the International Collaboration Package covers travel and subsistence expenses for up to two KIT scientists for a period of up to five days. The applicant has to be one of the two persons travelling. The other traveler has to at least have the status of a postdoc.

Payment arrangements:

Please note that the entire accounting for the travel expenses has to be made via KHYS. You may not hand in any bills at your institute. Due to processing time, all bills have to be handed in by November 30, 2016. Additional information concerning payment arrangements will be supplied along with the notification of approval.

Module 2: Networking meetings at KIT

The aim of this module is that scientists and doctoral researchers from KIT and the collaboration partner’s organization discuss joint research projects and ways of collaborating in the future. Another important aspect of the meetings is networking among participants. One focus of the activities discussed at the meetings should be on the mobility and networking of doctoral researchers.

Scope of funding:

The funding provided through the International Collaboration Package covers catering costs for these meetings. It is also possible to stage several meetings in one year. In total, a maximum of €1,000 can be funded.

Payment arrangements:

The bills have to be addressed directly to KHYS. Please note that KHYS can only pay for catering costs that are in accordance with the "KIT Bewirtungsrichtlinie". Please note that due to processing time all bills have to be handed in by November 30, 2016. Additional information concerning payment arrangements will be supplied along with the notification of approval.
Module 3: Short-term stays of KIT doctoral researchers at the partner’s organization

This module aims at KIT doctoral researchers engaging in an intense scientific exchange with members of the collaboration partner’s organization. The doctoral researchers have to be members of KHYS.

Scope of funding:

The funding provided through the International Collaboration Package covers travel and subsistence expenses for a stay of two to six weeks. The expenses will be paid out according to the flat-rate sums stipulated by DAAD. There will be no accounting according to the actual costs incurred. The flat-rate travel allowances depend on the target country of the trip (see file IPID4all5 – Download). The subsistence allowances will be paid according to the duration of the stay on the basis of flat-rate daily or monthly allowances (see file IPID4all7 – Download).

Payment arrangement:

KHYS will pay out the flat-rate allowances to the doctoral researchers before the trip takes place. Should the actual length of stay be shorter than indicated in the application form for the trip KHYS will be entitled to reclaim the surplus. Please make sure that we receive the application forms in good time. Additional information concerning payment arrangements will be supplied along with the notification of approval. Please note that the trip has to be completed by December 18, 2016 at the latest.

Please note for all three modules:

- Due to calculations using estimates of costs, it may happen that the approved funds do not fully cover the expenses for the individual modules. In this case, KHYS may reclaim the surplus.
- Non-compliance with the stipulations of the International Collaboration Package may induce KHYS to withdraw the funding approval, refuse payments, or reclaim payments that it has already made.
- It is possible to also apply for the Aspirant Grant or the Internship Grant in order to complement the International Collaboration Package. Application deadline for both measures is February 7, 2016.
Current call for applications

Deadlines and dates:
- Application deadline: **February 28, 2016**
- Application decisions will be made in the **middle of March**
- Please note that all of the planned activities have to take place **within 2016** and that all of the bills for Modules 1 and 2 have to be handed in by **November 30, 2016**.

Application requirements:
- The application has to be made by a KIT professor, the head of a KIT institute or by the head of a certified **KIT junior research group**.
- The responsible collaboration partner abroad has to be a professor or a senior scientist with respective qualification.
- The focus of every package has to be on the mobility and networking of doctoral researchers.
- The doctoral researchers who profit from the short-term stays at the collaboration partner’s organization (Module 3) have to be members of KHYS.
- In the Letter of Intent, the responsible collaboration partner abroad has to name a person who will serve as a point of contact for the KIT doctoral researchers who will visit their organization within the framework of Module 3 (including contact details). This contact person shall help the doctoral researchers with administrative questions concerning the research stay.

Application documents:
Please send the following documents as a single PDF file in the order listed below to collaborationpackage@khys.kit.edu. All documents should be in English. Only complete applications sent within the deadline will be taken into consideration. Concerning the annexes A-C you only have to fill in the annex(es) for the module(s) you apply for.

- **Application form**
- **Letter of Intent** by the collaboration partner (including e.g. a description of their contribution to the collaboration or the joint activities, information on the mobility and networking of their doctoral researchers, name of contact person for KIT doctoral researchers etc.)
- **Annex A – Module 1**
- **Annex B – Module 2**
- **Annex C – Module 3**
Procedure

Approval:

As soon as your application has been approved, you will be notified via e-mail. The notification of approval will contain information on the amount of funding that will be paid out and will cover all three modules. Attached to the e-mail there will be a Written Statement of Commitment that you have to sign and send back to us.

Also attached will be information sheets for the respective module(s). The obligation to comply with the regulations and processes mentioned in these sheets is a compulsory part of the International Collaboration Package.

Please note that for Module 3 every doctoral researcher will have to sign a separate Statement of Confirmation that we will send to them individually.

Reporting duty:

Once all activities funded by the International Collaboration Package have been completed, you have to submit a final report within four weeks. Doctoral researchers who stayed at the collaborations partner's organization (Module 3) will also have to hand in a report within four weeks after their journey. Reporting obligations are a mandatory element for receiving funding within the framework of the International Collaboration Package. Templates for the reports can be downloaded below. In addition you as well as the doctoral researchers will have to fill in evaluation sheets provided by DAAD at a later point in time.

It is also necessary that you notify us of the outcome resulting from the activities taking place within the framework of the International Collaboration Package (i.e. sustainable establishment of measures increasing the mobility and networking of doctoral researchers, successful application for third party funding etc.). For a period of five years, we will therefore request to send us a short status update once a year.

*Template report applicant*
*Template report doctoral researcher (Module 3)*