FAQ Networking Grant
Effective: July 7, 2020

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1. Questions concerning the application

1.1. Which application requirements do I have to meet?

- The contact you would like to establish has to be a new one for you/your working group and internationally oriented. New means that neither you nor your working group should have had personal contact to the person or working group abroad and that there should not have been any exchange of ideas and no other form of cooperation between you/your working group and the contact person/working group abroad so far.

- It is required that you already have an idea who you want to contact. The kick-off workshop can help you how to realize concretely your contacting plans.

- You are pursuing your doctoral research at KIT and you are officially accepted by your KIT department (“Fakultät”).

- You must be a member of KHYS.

- The participation at the workshop(s) is mandatory to claim the funding. (The Wrap-up workshop will take place for the last time in November 2019.)

Please note, that during the funding period (at the time of the trip) you must either have an employment at KIT with a monthly income of more than €450/month (no "Minijob") or no employment at KIT. Due to taxation and social security legislation reasons funding in combination with a “Minijob” at KIT is only possible if the “Minijob”-employment is being suspended for the month/s in which the networking trip takes place.

Please bear in mind, that the funding is exclusively for establishing new contacts and is supposed to prepare you to establish more new contacts on your own in future. Therefore, this program does not support research stays with existing contacts or conference visits.

1.2. In which language do I have to submit the application?

You can hand in the application either in German or English.

1.3. Which documents do I have to submit in which form?

Please submit the following documents as a single PDF file and the completed XLS table as a separate file in the order as stated below and send them to networking-grant@khys.kit.edu. Please take note that only complete and punctually submitted applications will be taken into consideration.

- Application form Downloads
- CV (incl. grades, date of birth and place of birth)
Certificate and Transcript of records (Diploma, Master)

Letter of reference by your supervising professor indicating/including a short statement of your qualification and the qualification of the contact person/institution as well as an assessment of the benefit for you and, if applicable, for the KIT working group (max. 1 page)

Letter of acceptance as a doctoral researcher by your KIT department (“Fakultät”)

Completed XLS table „Key data application“ (to be handed in as a separate XLS file)

1.4. Why is there a question in the application concerning the type of my employment?

For reasons of taxation and social security legislation, funding is only possible

a) if the scholarship holder is employed at KIT with an income that exceeds €450/m (no “Minijob”) or,

b) if the scholarship holder is not at all employed at KIT. In that case a funding agreement (“Zuwendungsvertrag”) has to be concluded with KIT (the agreements will be made available for signature in good time before the travel period).

1.5. During the envisaged travel I will presumably be employed with a “Minijob” (income ≤ €450/m) at KIT. Am I still available for the Networking Grant funding?

If you are employed with a “Minijob” at KIT with an income of €450/m or less during the travel period of the Networking Grant, funding is in general not possible due to taxation and social security legislation reasons. However, if the “Minijob”-employment is being suspended for the month/s in which the travel takes place, funding is possible.

1.6. Why do you ask in the application form, if the funded activity mainly serves KIT’s purposes or if it aims primarily at the scholarship holder’s personal scientific qualification?

These details are needed to be able to assign the funding sums correctly (“steuerrechtliche Zuordnung”), in case of questions from the tax authority.
2. Questions concerning the trip

2.1. Within which time period am I allowed to travel and meet my contact?
Please consider the current deadlines on the website and in the information sheet sent to you via mail after the grant approval. Please note that the second appointment at KHYS for final accounting of your trip has to take place before the deadline. Please bring all travelling documents (including bank statements) to the appointment.

2.2. How long am I allowed to stay?
The grant covers a stay of up to two weeks. If you make two trips with your grant (to different hosts) you are allowed to stay up to two weeks per trip.

2.3. Is it possible to make several contacts with one grant?
Yes, you can split the funding and make up to two networking trips with your grant. However, please be aware that you have to visit different hosts with each trip. It is not possible to visit the same contact multiple times.

2.4. Do you have a checklist which contains the most important steps I have to consider before departure?
KHYS itself does not have a checklist. Mawista.com provides a checklist for studying abroad Checkliste zum Auslandsstudium (German only) which contains a lot of important steps which might apply for your stay, too. Besides, the web pages of DAAD (Country Information) provides background information for country, higher education, education and research of your destination country. Furthermore, you can find testimonials, addresses of important organizations and link tips in the service area. Maybe your destination institution has an equivalent to the KIT International Scholars & Welcome Office (IScO) which provides information and assists incoming international scientists.

It is important that you check about vaccination, drugs and visa in good time before your stay and that you check if your insurance coverage applies for a stay abroad.

2.5. Do I need a tourist or a work visa?
Please consult the embassy/the consulate of your respective destination country to clarify which type of visa you might need for your trip. If necessary, the colleagues of the KIT International Scholars & Welcome Office (IScO) can provide support, too.
2.6. Can I change my contact person during the process?
Yes, in the planning phase and before the first appointment at KHYS you can still change your contact person. You, however, need to fill out the form “Application New Contact” and submit it at the first appointment at KHYS. Please note that your supervising professor needs to sign the form. It still applies that the contact you would like to establish is new for you/your working group and that it is internationally oriented. New means that neither you nor your working group should have had personal contact to the person or working group abroad and that there should not have been any exchange of ideas and no other form of cooperation between you/your working group and the contact person/working group abroad so far.

After the first appointment at KHYS and the submission of the payment in advance and travelling application a change of your contact person is possible only in exceptional cases and only after previous consultation with KHYS.

2.7. Is it possible to conduct experiments together with my new contact after having established the initial contact?
Please note that the aim of the Networking Grant is to support the doctoral researchers of KIT in establishing a new international contact which is useful for them personally. If it will be possible to conduct experiments together during your first visit, you certainly can also do research. However, if your main interest is in conducting experiments with an international colleague, please consider alternative funding programs.

2.8. Can I visit a contact person who works in an industrial research institute or in industry (thus not at a university)?
In exceptional cases it is possible for you to visit a contact person who works in an industrial research institute or in industry. Please consult KHYS before establishing the contact to clarify if a visit is possible. It is important that you can explain plausibly that the contact person might be important for your research/scientific career.

2.9. In the framework of my planning, can I contact several people parallel?
It is up to you, which and how many people you contact.

2.10. My contact person suggests to additionally meet a person from another institution. Can costs arising from such meetings be cov-
ered by the Networking Grant funding (e.g. costs for train tickets or public transportation)? What do I have to bear in mind?

KHYS generally appreciates if there arise plenty and useful possibilities to generate new contacts during your Networking Grant travel. However, to ensure that those costs can be reimbursed, please inform us as soon as possible about the changes and extension of your planning. The standard procedure would be to fill in the form “Application form New Contact” and hand it in at KHYS before the travel in due time. Please bear in mind that this form has to be signed by your supervisor. If you spontaneously meet another promising contact person during your initial travel and if you afterwards can plausibly explain that this contact meets with the funding aims of the KHYS Networking Program, KHYS will take a favorable view on that. However, there is no guarantee that those costs will be covered.

2.11. I cannot meet my contact person each day of my stay at her/his institution. What do I have to bear in mind and in which cases do I have to interrupt the official business (“Dienstgeschäft”)?

We recommend to align the schedule and activities with your contact person in good time. Even if the contact person cannot meet you each day of the trip we assume that you use the time available at the institution best possible in accordance with the funding aims of the Networking Grant. If asked you should be able to give an overview of the planned meetings and activities on each day. Otherwise the official business (“Dienstgeschäft”) needs to be interrupted and there will be no funding for those days (see also question 3.6).

2.12. What do I have to bear in mind if my employee status changes during the funding period?

You have to make sure that a change in your status (from employee to non-employee or vice versa) does not occur during your trip, as the procedures for the funding of employees and non-employees are different at KIT. Please inform us in good time before your trip, if a change in your status is planned, so that we can prepare the appropriate process for your case.

3. Questions concerning the accounting

Please note that in principle, the provisions of the *Landesreisekostengesetz Baden-Württemberg* respectively the specification of the KIT Travel Cost Centre on Campus South ("KIT Reisekostenstelle auf Campus Süd") apply. In
case of uncertainties, please get in contact with the KIT Travel Cost Centre directly.

3.1. How long before the beginning of the official business may the trip start and how many days after the end of the official business must I leave?

To guarantee a smooth processing of your travel expenses claim, you should arrive at the earliest one day before the beginning of the official business. If you are going to arrive several days before the beginning of the official business you must justify this and enclose a comparative offer of a KIT partner travel agency to your documents for the claim for travelling expenses which includes the date of the beginning of the official business, or if the duration of travel is long enough, the day before the start of the official business as the fictitious day of arrival. Only the cheaper offer can be reimbursed. That means for example, that if a flight should be more expensive on Saturday (day of the arrival) than on Monday (day of the beginning of the official business) only the costs of the flight at the time of the beginning of the official business can be reimbursed. The same principle applies for the departure. The last day of official business or in cases with sufficient travel times the day after the last day of official business is seen as the fictitious date of departure. Generally, overnight stays can only be reimbursed one day before the beginning of and one day after the end of the official business.

3.2. Which travel agencies can I use? What do I have to consider when making travel arrangements?

You are obliged to book tickets via the KIT partner travel agencies. You can find a list of the KIT partner travel agencies in the form Ergänzende Hinweise und Erläuterungen zum LRKG (German only). However, you can also use a travel agency of your preference (e.g. internet offering) if the offer is provably cheaper. In this case you have to hand in at least one comparative offer of one of the KIT partner travel agencies which shows that the offer you want to book is cheaper or at least the same price. Please take care that your institute DOES NOT make payments in advance; all costs have to be personally paid by the grant recipient. According to this, your name has to appear on every bill (either as customer or bill recipient). Travel cover (insurance) products cannot be reimbursed.

3.3. For which types of accommodation will I be reimbursed? What information is needed for reimbursement?

In addition to hotels it is also possible to book private rooms or other types of accommodation. Please note that the costs per night in a foreign country should not exceed €90 (after consultation: €120) and that you need a bill for the claim for travelling expenses including the following information:
Your name
• Period of the stay at the accommodation (arrival, departure)
• Total amount of the accommodation costs

To get reimbursement for your travel expenses you have to hand in a document to prove that you have paid the bill (e.g. bank statement/credit card receipt). If you have paid the bill in cash, please make sure you get a receipt.

Please also note that the KHYS funding does not include a daily allowance, an accommodation flat rate or any other expenses for your personal consumption. In principle, only accommodation costs without breakfast will be reimbursed.

3.4. Can visa costs or administration fees of the destination institution be reimbursed?
If the official business (i.e. the visit of your contact person) cannot take place without the costs mentioned above, normally the costs will be reimbursed. You need a receipt for all of your expenses. In case of the administration fee KHYS also needs a confirmation in which you assure that the official business could not take place without the payment of the administration fee.

3.5. Is it possible to travel from another place/country than Karlsruhe/Germany to the destination institution?
If you want to travel from another place/country than Karlsruhe/Germany to the destination institution, you are obliged to hand in an additional comparative offer of one of the KIT partner travel agencies for the fictitious travel Karlsruhe/Germany -> destination institution. You can find a list of the KIT partner travel agencies in the form Ergänzende Hinweise und Erläuterungen zum LRKG (German only). If the costs of your outward trip exceed the offer of the KIT partner travel agency, it is expected that only the costs of the offer of the KIT partner travel agency will be reimbursed. Please consult KHYS before the travel booking to clarify if KIT might reimburse additional costs of your outward trip.

3.6. Is it possible to go on a holiday or to visit a conference once I have established the contact? Which aspects do I have to consider?
Any extension of the stay for private reasons requires the prior consent of KHYS. That is the only way to ensure that you will be reimbursed in full for your travelling costs. Please bear in mind that costs for conference visits are explicitly not covered within the framework of the Networking Grant even if your contact accompanies you to the conference or if she/he hosts the conference. Please also note that you have to hand in a comparable offer of a KIT’s
partner travel agency for those days before or after the planned meeting(s) of your contact(s) (see question 3.1).

3.7. Can my institute reimburse me for further costs (e.g. daily allowance/travel supplements)?

Yes, your institute can reimburse further travelling expenses but only after you have been reimbursed for your travel costs through the Networking Grant. If you have further expenses, please claim them from your home institute in form of a subsequent billing.

3.8. Where can I book rail tickets and which aspects do I have to consider?

You can either book rail tickets directly at Deutsche Bahn or use a travel agency of your preference. To avoid problems at the stage of reimbursement, please use in any case the KIT major customer discount when booking rail tickets (It will be automatically deducted from your claim at the stage of reimbursement). To use the discount, please ask the KIT Travel Cost Centre (KIT-Reisekostenstelle) to activate an account for you. If you own a private BahnCard (rail card) you are obliged to use it on business.

3.9. I am employed at Large-Scale Research Sector (Großforschungsbereich). Which aspects do I have to consider?

If you are employed at the Large-Scale Research Sector (Großforschungsbereich) please use the forms of Campus South for all matters regarding the reimbursement of travelling costs. Moreover, you also have to hand in a copy of the travelling application form of Campus North due to insurance matters and to be granted a leave of absence.

3.10. Will KIT reimburse the flight costs if I cannot travel because my visa is not issued in good time or because the visa is not granted/accepted?

As a rule, KIT will reimburse the cancellation fees provided that you have demonstrably applied for your visa in good time. Optimally, you can proof that you have submitted all required documents in good time (e.g. by a written confirmation of the consulate). We recommend to check the expected processing time and to adjust the travel plans on the basis of this information.
4. Appointments at KHYS and deadlines

4.1. What is the exact procedure of the Networking Grant?
Please note the procedure at the KHYS website.

4.2. Which documents do I have to bring to the first appointment at KHYS (appointment for the application of the advance payment)?
Please fill out the first page of the official KIT travelling application of Campus South, the travel expenses advance form and the document “Information about the contact person” and bring these documents to the first appointment at KHYS. Please make sure that your head of institute has already signed the travelling application at: “Unterschrift Institutsleiterin/Institutsleiter/Dekanin/Dekan” (NOT at “Unterschrift Gesamtbudgetverantwortliche(r)” ) when you come to KHYS. If you want to visit another contact person than stated in the application form, you need to fill out the form “Application New Contact” and submit it to KHYS as well. Please note that your supervising professor needs to sign the form.

If you have already paid bills, e.g. a bill for the flight, you can bring the respective bill and a bank statement showing the payment. This amount may possibly be transferred promptly to your bank account.

If you are employed at Large-Scale Research Sector (Großforschungsbereich), please fill out the travelling application form of Campus North due to insurance matters and to be granted a leave of absence. Please bring a copy of it to the first appointment at KHYS, too.

4.3. When do I get the travel expenses advance payment?
Usually, the travel expenses advance payment of €1,500 will be transferred to your bank account four weeks before the trip takes place. If you have already paid bills, e.g. a bill for the flight, you can bring the respective bill and a bank statement showing the payment to the first appointment at KHYS. This amount may possibly be transferred at an earlier date to your bank account.

Please note: The advance payment cannot be made during or after your trip and the final accounting after your trip may take some time. Thus, if you do not apply for the advance payment early enough, the reimbursement of your expenses may take several weeks after your trip.

4.4. Which documents do I have to bring to the second appointment at KHYS (appointment for the final accounting of your trip)?
Please bring the filled second page of the official KIT travelling application and all relevant original documents. This may include flight and hotel bills, all boarding tickets of the flights as well as railway and bus tickets. Furthermore, please bring the bank statements which prove that you have paid all bills. If you have paid a bill in cash, please bring a respective receipt.

4.5. **Are there any guidelines for writing the final report?**
You can find a template for the final report on the KHYS-website („KHYS Measures (international) -> Networking Grant -> Downloads). Please send the final report at the latest four weeks after having received the final accounting of the travel expenses to networking-grant@khys.kit.edu.

4.6. **Which deadlines do I have to consider?**
Please consider the [current deadlines on the website](#).