

Networking Grant

Are you a doctoral researcher at KIT and do you want to independently establish new important or beneficial international contacts in order to extend your personal network? If so KHYS offers you extensive assistance and financial support with a travel subsidy of up to €1,500 from the moment you got the idea right through to your initial approach.

With the Networking Grant you can travel abroad to visit a researcher or working group renowned in your area of expertise and in relation to your doctoral research project. You can split the funding and visit up to two contacts (each for maximum two weeks). There are different ways to realize your ideas in the framework of the Networking Grant. For example, you could use the grant to prepare and plan a longer research period abroad with the [KHYS Research Travel Grant](#). The main condition is that the contact you apply for must be a new one for you and your research group and the funding will prepare you to establish more new contacts on your own in the future. Especially those applicants, who have not had the chance to gain international experience yet, will benefit most of this program and the accompanying workshop.

Currently the Networking Grant is announced three times a year.

Target group: KIT doctoral researchers

Scope of funding:

- Funding amounts of up to €1,500 from KHYS to support the realization of your idea
- Kick-off workshop "Strategies for Establishing International Contacts"

Current call for applications

Deadlines and dates:

- Deadline for applications: Sunday, January 24, 2021
- Funding decision: presumably around the middle of February 2021
- Kick-off workshop: Wednesday, March 3, 2021, 9.00 a.m.-5.00 p.m. (participation is mandatory to claim the funding)
- Funding period: between March 15 and December 15, 2021

Application requirements:

- 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 in particular 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 your contacting plans concretely.
- You are a doctoral researcher at KIT and officially accepted by your KIT department ("Fakultät") or you have been accepted as a doctoral researcher at a different university, but your central research location is at KIT.
- You are a [member of KHYS](#).
- Participation at the kick-off workshop is mandatory to claim the funding.
- 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 travel takes place.

The Networking Grant does not support research stays with existing contacts or conference visits.

Application documents:

- Application form [[Downloads](#)]
- CV (incl. grades, date of birth and place of birth)
- Letter of acceptance as a doctoral researcher by your KIT department ("Fakultät") or, as an external doctoral researcher, letter of acceptance as a doctoral researcher at your university
- Certificate and Transcript of Records (Diploma or 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 (1 page max.)
- Completed XLS table "Key data application" [[Downloads](#)] (to be handed in separately in Excel format)

Please merge all documents into one PDF file in the order stated above (excluding the Excel table) and send the files to networkinggrant@khys.kit.edu. While our forms are only provided in English, we accept answers and documents in both German and English.

Selection criteria

- Compliance with application requirements
- Fulfillment of required formalities (a complete application, submitted in time, including all required documents, filled-out correctly and signed)
- Conclusiveness of the benefit of the proposed contact(s) for the applicant
- Qualification of the contact person/institution
- Qualification of the applicant

Procedure

Submission of the application:

For more information, please refer to the [current call for applications](#).

Selection process/grant approval:

The selection process takes place after the [announced deadline](#) for each funding period. We will let you know about the results of your application in written form. Please refrain from application requests during that time.

Kick-off workshop:

During a one-day workshop you will work collectively on several strategies how to establish international contacts and networks effectively. The workshop can help you realize your networking plans.

The workshop will be held on **March 3, 2021, from 9 a.m. to 5 p.m.** Participation in the kick-off workshop is mandatory to claim the funding.

Planning of the contact(s):

After the kick-off workshop you will contact the researcher or working group you want to meet and plan your trip.

First appointment at KHYS:

At the latest five weeks before the trip, you will come to KHYS and submit the *payment in advance form*, the *travelling application of Campus South* and the document "*Information about the contact person*", as well as the "*Application New Contact*" form signed by your supervising professor [[Downloads](#)] in case you want to visit another contact person.

If you have already paid bills, e.g. a bill for the flight, you can bring the respective bill and the bank statement. If you are employed at the Large-Scale Research Sector, you also need to submit a copy of the travelling application of Campus North.

Advance payment:

Usually, the travel expenses advance payment of €1,500 will be transferred to your bank account four weeks prior to the beginning of the trip. 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.

Networking/trip:

You will travel abroad to visit a researcher or working group renowned in your area of expertise and in relation to your research project. You can split the funding and visit up to two contacts (each for a maximum of two weeks). If you plan two trips, please inform us before the first

appointment at KHYS. The stay has to take place within the time period mentioned in the information sheet you receive together with the funding approval.

Travels should take place between March 15 and December 15, 2021.

Second appointment at KHYS:

After your trip you will come to KHYS and bring all documents for final accounting. Please contact KHYS within **five weeks after the trip** to make an appointment.

Accounting:

Concerning the final accounting, the provisions apply as stated in the information sheet, which you receive together with your grant approval. The actual expenses for your trip (in particular accommodation, flights, public transport, visa if applicable) can usually be accounted. However, additional allowances (e.g. daily allowances) or other expenses for meals etc. cannot be reimbursed within the framework of the Networking Grant. You may find further details concerning the accounting in the [FAQs](#).

If your institute agrees, reimbursement of further travelling expenses via your institute is generally possible, but only in form of a subsequent billing after you have been reimbursed for your travel costs through the Networking Grant.

Repayment:

In case the travel expenses add up to less than the maximum of €1,500, you will receive a reclaim of KHYS of the respective remaining amount after the stay abroad. You will have to transfer the reclaimed amount within two weeks to the indicated bank account.

Final report:

After having received the final accounting of the travel expenses, you will submit your final report [[Downloads](#)] within **four weeks** to networkinggrant@khys.kit.edu. Reporting obligations are mandatory.

Please find extensive information concerning the Networking Grant in our [FAQs](#). If you have further questions feel free to send an e-mail to networkinggrant@khys.kit.edu.