

FAQ Networking Grant

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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 your contacting plans concretely.
- You are pursuing your doctoral research at KIT and you are officially accepted by your KIT department (“Fakultät”) or you have been accepted as a doctoral researcher at a different university, but your main research focus is at KIT or you are supervised at KIT.
- You must be a [member of KHYS](#).
- The 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 networking trip takes place.

Please note, 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?

While our forms are only provided in English, we accept answers and [application documents](#) in both German and 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 networkinggrant@khys.kit.edu.

- Application form [[Downloads](#)]
- 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)
- CV (incl. grades, date of birth and place of birth)
- Certificate and Transcript of records (Diploma, Master)
- Letter of acceptance as a doctoral researcher by your KIT department (“Fakultät”)
- Completed XLS table „Key data application“ [[Downloads](#)] (to be handed in as a separate XLS file)

Only complete and punctually submitted applications will be taken into consideration. While our forms are only provided in English, we accept answers and documents in both German and English.

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.

1.7. 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 the industry. Please consult KHYS to clarify if establishing this contact might be possible. It is important that you can explain plausibly that the contact person might be important for your research/scientific career.

2. Planning your trip

2.1. Within which time period am I allowed to travel and meet my contact?

Please consider the travel periods specified in the *Information sheet regarding the KHYS Networking Grant* sent to you via e-mail together with the letter of grant approval. In case travels are not possible due to the current situation with the coronavirus please contact KHYS in order to discuss the further proceedings. If travels to your destination country will not be possible for a longer time period, you may as well consider the option to change your contact person during the funding period (see [question 2.7](#)).

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 establish several new 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. 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. However, you need to fill out the form *Application New Contact* (available in the [download area](#) on the Networking grant website) 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.

2.5. What do I have to consider when planning my trip?

It is important that you check about requirements for travelling to (e. g. required vaccination, visa) and the situation (e.g. public health or safety issues) in your destination country in good time before your stay. Among other things, please consider the following:

Grant recipients are responsible for ensuring that they have adequate health, accident- and casualty insurance coverage during their stay abroad.

2.6. Do I need a tourist or a work visa?

If applicable, please consult the embassy/the consulate of your respective destination country to clarify which type of visa you might need for your trip.

2.7. What do I have to consider concerning the current situation with the coronavirus?

Observe the current Covid-19 regulations regarding entry and quarantine in your destination country and regarding re-entering Germany from your destination country. If travel to your destination country is not possible, please contact KHYS to discuss the further proceedings. You may also consider the option of changing your contact person during the funding period (see below for the required formalities). The form "Application New Contact" is available in the [download area](#) of the Networking Grant website.

2.8. 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 ([Länderinformationen](#), currently only available in

German) 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.

2.9. Do I need a specific certificate for my networking trip abroad?

For all business trips and deployments **to other European countries (EU, EEA, CH)**, all employees of KIT are obliged to carry an A1 certificate. Non-employees of KIT should contact the personnel departments of their respective employer. This regulation does not apply to scholarship holders.

For business trips and deployments to **third countries (outside EU, EEA and CH)**, business travelers must apply for a so-called deployment certificate for the respective country. This regulation does not apply to scholarship holders.

You can find further information and links for the corresponding application processes here:

https://intranet.kit.edu/downloads/formulare/201908_pse_a1_certificate.pdf

Please note that during the stay you may not perform any work for and are not subject to directives of host institution. However, this does not refer to provisions regarding regulatory requirements and safety/security.

2.10. Is it possible to conduct research 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. You are certainly permitted to conduct research together. However, if your main interest is doing research with international colleagues you may consider other options for funding programs. The Networking Grant can also be used as preparation for a longer research period abroad. For this you could use the [Research Travel Grant](#). You can find other alternatives on our [website](#).

2.11. During the planning of my trip, am I permitted to contact several people?

Once you have received a letter of grant approval for your original contact idea, it is up to you who and how many people you contact. If the original contact idea cannot be realized or proves to be less suitable, you may apply for a new contact. The form "Application New Contact" is available in the [download area](#) of the Networking Grant website.

2.12. My contact person suggests to additionally meet a person from another institution. Can costs arising from such meetings be covered 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.

2.13. 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. Accounting of travel expenses

The final calculation will be made on the basis of your official travel application form after your return by the travel expenses office of the University Sector pursuant to the provisions of [the "Landesreisekostengesetz \(LRKG\) Baden-Württemberg"](#) (the federal state of Baden-Württemberg's act on travel expenses, available in German only).

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 with KHYS €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 these extra costs, they can usually be reimbursed. However, you will need a receipt for all of your expenses. In case of the administration fee, KHYS additionally needs a confirmation in which you assure that the official business could not take place without the payment of this 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 from Karlsruhe or a nearby airport to the 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 over the course of my network grant trip? What 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, if your institute agrees. Reimbursement of further travelling expenses via your institute is generally possible, but only after you have been reimbursed for your travel costs through the Networking Grant. If you have further expenses, you may claim them from your home institute in form of a subsequent billing. In this case, you have to insure that only the additional costs are covered and that double funding does not occur.

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. Deadlines during funding

4.1. When do I have to make the 1st appointment at KHYS?

Please make an appointment with Karlsruhe House of Young Scientists (KHYS) of KIT at the latest five weeks prior to the trip and follow these steps as described under [question 4.3](#).

4.2. 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.

4.3. When do I have to make the 2nd appointment at KHYS?

2nd appointment at KHYS: At the latest five weeks after your return to KIT you should make another appointment with KHYS and bring the documents as described under [question 4.5](#).

4.4. When do I have to hand in the final report?

Final report: After having received the final accounting of the travel expenses, you will submit your final report within four weeks to networkinggrant@khys.kit.edu. For details see [question 4.6](#).

5. Appointments at KHYS

5.1. Which documents do I have to bring to the first appointment at KHYS (appointment for the application of the advance payment)?

You receive all relevant forms together with your letter of grant approval from KHYS. For the travel advance payment and the processing of the travel expenses all applicants, regardless of whether they are employees of KIT or not, need to follow these steps:

- ✓ Fill out the first page of the official KIT travel application form of Campus South (= *Dienstleistungsantrag Networking Grant*) including your signature (center right) and the signature of the head of your institute above “Unterschrift Institutsleiter*in/Dekan*in” (bottom left). (Since KHYS pays out the allowances, KHYS management will sign under “Gesamtbudgetverantwortliche/-r”.)
Note: If you are employed at Campus North please also use the forms of Campus South for all matters regarding the reimbursement of travel costs. However, due to insurance matters and to be granted a leave of absence you also have to fill out the travel application form of Campus North before your trip and send a copy to KHYS.
- ✓ Fill out the advance payment form (= *Vorschussantrag Networking Grant*). The entire advance payment of €1,500 can be transferred to your SEPA bank account up to four weeks prior to the beginning of the journey. If you have already paid bills, e.g. a bill for the flight, you can bring the respective bill and the bank statement showing the payment to the appointment at KHYS. In the latter case the corresponding amounts can be specified in the advance payment form and may possibly be transferred more than four weeks prior to the beginning of your trip to your bank account.
- ✓ Fill out the document *Information about the contact person*.
- ✓ All changes of contacts need to be approved by KHYS. If your contact person respectively contact institution originally stated in the application form has changed, please contact KHYS well in advance and fill out the form *Application New Contact*. Please note that your supervising professor

needs to sign the form. As long as the new contact(s) have not been approved by KHYS, you cannot request the advance payment.

Please bring the filled and signed documents to the appointment with KHYS. If you are planning to go on two trips in the framework of the Networking Grant, please let us know before the appointment. Since the travel application form remains with KHYS the grant recipient has to ensure that the KIT institute is informed about his or her absence during the stay.

5.2. Which documents do I have to bring to the second appointment at KHYS (appointment for the final accounting of your trip)?

Please bring the completed second page of the official KIT travel application form of Campus South (= *Dienstreiseantrag Networking Grant*) and all relevant originals of your travel receipts and corresponding bank/credit card statements. Once they are complete, KHYS will send your documents to the travel expenses office for final billing. There are two possible outcomes:

- In case the travel expenses add up to less than the advance payment of 1,500 € you received prior to your journey: You will receive a demand for payment from KHYS amounting to the respective remaining sum. Please transfer the demanded sum within two weeks to the bank account indicated.
- Should the costs for your journey be higher than the than the maximum of €1,500 granted within the Networking Grant, your institute may reimburse further travel expenses. In this case, you have to insure that only the additional costs are covered and that double funding does not occur. This process can only take place once the travel expenses accounting process has been concluded by KHYS.

6. Final Report

6.1. Are there any guidelines for writing the final report?

You can find a template for the final report in the [download area](#) of the Networking grant website. Please send the final report at the latest four weeks after having received the final accounting of the travel expenses to networkinggrant@khys.kit.edu. In addition to the report, KHYS will send you a link to an anonymous online evaluation regarding general aspects of the funding measure.