

## Guidelines

for the Awarding of Research Travel Grants to Junior Researchers of Karlsruhe Institute of Technology (KIT) within the Framework of their Research Projects

### 1. Objectives and funding principles

One of the core tasks of Karlsruhe House of Young Scientists (KHYS) is the internationalization of the doctoral and postdoctoral research phases. This is supported among other things by awarding Research Travel Grants to doctoral and postdoctoral researchers<sup>1</sup>. The Research Travel Grant serves the purpose of qualification for these persons (§2 LHG). The financial support takes the form of a subsidy which goes towards travel and accommodation costs and living expenses for a research period abroad of 3 to 6 months. The maximum amount of the subsidy is determined by KHYS. The support provided by KHYS is subject among other things to funds available.

### 2. Eligibility requirements

All doctoral and postdoctoral researchers of Karlsruhe Institute of Technology (KIT) who want to travel abroad within the framework of their research projects can generally apply for the Research Travel Grant. Funding is provided for 3 to 6-month research stays abroad both in industry and at universities or other research institutions.

In order to receive support, applicants need to meet the following requirements:

- They must be doctoral researchers at KIT<sup>2</sup> and have been officially accepted as doctoral researchers by their department
- or be postdoctoral researchers at KIT.
- They must be [members of KHYS](#).
- During their research stay abroad, they must continue to receive payment from their employer respectively scholarship provider<sup>3</sup> (at least equivalent to the payment received for a half-time position in the remuneration grade TVL-E13).<sup>4</sup> Funding must be available for a period of several months extending past the end of the research period abroad.
- In the case of applications of doctoral researchers, **the research project abroad must be an expansion of the applicants' doctoral research and not constitute a fundamental component thereof**. Doctoral researchers explain this in the application form accordingly.
- Applicants must meet the application deadline stipulated.
- The application documents must be complete and formally correct.

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<sup>1</sup> Excluded are junior research group leaders (Emmy-Noether, Young Investigator Group etc.) and/or members of the Young Investigator Network (YIN).

<sup>2</sup> Doctoral researchers at KIT are doctoral candidates who are accepted at a KIT Department as well as those who are doing their doctorate at another university but have their main research focus at KIT.

<sup>3</sup> The compatibility of the scholarship (depending on the scholarship provider) with possible KHYS funding has to be examined.

<sup>4</sup> For tax and social insurance reasons, the Research Travel Grant cannot provide funding if the applicant has an employment relationship with KIT with a monthly salary of **less than** 450 EUR ("Minijob") during the stay abroad. This employment contract must be interrupted or increased for all full calendar months of the stay abroad.

### 3. Funding criteria

The following criteria will be taken into consideration for the approval of grants in relation to the duration of the (post)doctoral research phase so far:

- Compliance with the eligibility requirements
- Expected added value of the research stay abroad (for the (post)doctoral research work, the applicant and the KIT working group)
- Previous scientific achievements
- Previous publications
- Prizes, awards, and contributions to conferences, if applicable
- Grades of degree and, if applicable, doctoral degree
- Assessment by main supervisor (i.e. person authorized to administer doctoral examinations)

### 4. Funding amount

The amount granted is based on the support rates for doctoral researchers of the DAAD (German Academic Exchange Service) and depends on the duration of the research stay as well as the destination. The letter of grant approval will initially notify the grant recipient of the maximum funding amount. However, the funding amount will be finally determined through the travel accounting process that will take place after the journey (see below).

**You can receive funding up to the maximum grant amount determined by KHYS for the following expenses:**

- Airport transfer costs within Germany (local public transport, German train services with “Deutsche Bahn”; car travel costs will only be accepted in exceptional cases for which reasons must be specified)
- Return flight
- Accommodation and subsistence costs (lump sum) at the place of destination

**Funding is not provided for:**

- Fees for visa, tuition fees and any other kind of fees
- Insurances of any kind
- Transfer and other trips at destination
- Rental car
- Participation in conferences. Should the (post)doctoral researcher attend a conference during the stay abroad, this attendance has to be stated in the official travel application form (possible also after returning). The funding amount will generally be reduced accordingly afterwards. The same applies for interruptions of the research stay (e.g. travel to the KIT institute).

In case of additional funding for the research stay abroad from a third party the corresponding amount can be deducted from the funding provided by KHYS. Should funding for the research stay be provided by a third party once the application has been handed in or the grant has been approved, KHYS has to be immediately notified.

**Please note:** As a rule, the funding amount refers to **the number of whole months**, e.g. travel period April 1 to June 30. If your trip does not include complete months, the funding amount will be reduced accordingly in the final travel expense accounting. This is also the case if the actual length of stay is

shorter than the approved period, e.g. April 1 to June 17, due to e.g. participation in a conference, vacation or similar. Also in this case, the grant amount will be reduced accordingly in the final travel expense accounting. The accounting is therefore done according to the exact number of days.

As a rule, the days between Christmas and New Year will also not be considered in the final travel expense accounting because in most cases research facilities are closed during this period. In these cases, the funding sum will also be reduced in retrospect.

A final calculation of the grant amount covered by KHYS is therefore made at the end of the trip on the basis of the actual travel dates to the exact day. As a result, the maximum funding amount stated in the letter of approval can be reduced retrospectively. In this case, a reclaim is made. A reclaim may also be possible if the final settlement by the travel expenses office shows that the reimbursable travel expenses (including the daily and overnight allowance calculated by the travel expenses office) are lower than the funding amount determined by KHYS. In the event of non-compliance with the grant conditions, KHYS reserves the right to withdraw the grant approval, to not make payments, or to reclaim payments already made.

**KIT advises the grant recipients to fulfil all necessary tax requirements upon receipt of payment. Please note that for stays abroad of more than three months different fiscal specifications apply.**

## 5. Funding procedure

The Research Travel Grants are awarded within the framework of a call for applications that usually takes place twice a year. The calls for application are published on the [KHYS website](#).

### 5.1. Application procedure for (post)doctoral researchers

The following documents must be submitted for the Research Travel Grant. Appropriate templates for the application can be found in the [download](#) area of the corresponding KHYS website.

#### To be submitted:

- [Application form](#) (approx. five pages) (download)
- Information on [financing](#) (download) during the stay abroad
- Form "[Assessment of the application for the KHYS Research Travel Grant by main supervisor](#)" (i.e. person authorized to administer doctoral examinations) (download) (e.g. assessment of applicant, evaluation of proposed research project, assessment of benefits of the stay abroad, etc.).
- Letter of invitation from the applicant's cooperation partner (i.e. supervisor abroad, not that of the host institution extending the invitation) with official letterhead; e-mail invitations are not sufficient.
- CV: signed and dated, **including the grades achieved in the applicant's high school examinations and university examinations, e.g. bachelor's and master's, "Vordiplom" and "Diplom"**
- Copy of bachelor's and master's degree certificate and report

- **In case of foreign academic degrees:**
  - Bachelor's **and** master's degree certificate **as well as** performance record/Transcript of Records in original language
  - Bachelor's **and** master's degree certificate **as well as** performance record/Transcript of Records in English or German
  - Document stating the grading system of the university (explaining the highest and lowest grade possible as well as the distribution of the grades, e.g. proportion of merit grades, mark range)
- Doctoral researchers: Letter of acceptance as a doctoral researcher from the applicant's department. The period of acceptance as a doctoral researcher must be valid for a period of several months extending past the end of the research period abroad.
- Postdoctoral researchers: Submission of copies of their doctoral certificate and work contract. The contract must be valid for a period of several months extending past the end of the research period abroad.

**AND**

- Excel table "key data applicant" (download) – as a separate attachment and exclusively in an excel file format. Please summarize the information given in the application form in bullet point style.

Applicants must fill in the documents digitally and submit them in the order listed above **as a single PDF file** (with the exception of the excel file; the form "Assessment of the application for the KHYS Research Travel Grant by main supervisor" may be handed in separately by the supervisor if he or she wished to do so). Only complete applications sent within the deadline will be considered. If the start of the research stay has not yet been determined at the time of application, the exact date of departure can be submitted at a later point in time.

## 5.2 Approval procedure and processing

### 5.2.1 Approval

After the selection body made up of members of the [KHYS Steering Committee](#) has received the applications, it will promptly make the funding decisions. KHYS will then inform the applicants in writing of the decision. In case of approval, the applicant will receive a letter of grant approval and further information stating the respective modalities.

### 5.2.2 Payment

The maximum amount of funding determined by KHYS will be paid in advance about four weeks before the start of the journey. In order to receive the funding, grant recipients will have to fill in the first page of the **official travel application form** ("**Antrag auf Genehmigung einer Dienstreise**") that will be sent to them along with the letter of grant approval. In addition, they have to fill in the missing information marked in yellow in the **form for advance payments for the reimbursement of travel costs** ("**Vorschuss auf Reisekostenvergütung**"). These forms have to be sent to KHYS in the original paper form along with the **signed declaration of commitment for employees of KIT OR the agreement regarding the award of a "Research Travel Grant" for non-employees**. The relevant documents will be appended to the grant approval. For further information, please refer to the **information sheet** that grant recipients will receive with the grant approval.

In case of **withdrawal from the grant**, the grant recipient is obliged to immediately pay back the travel advance payment. In case of postponement of the start of the research stay, KHYS has to be notified immediately. Should the stay be shorter than originally applied for, the amount of funding will be reduced accordingly following the final travel expense accounting (see above).

### 5.2.3 A1 certificates/deployment certificates

#### European foreign countries (EU, EEA, CH)

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.

[Here](#), you can find further information and links for the corresponding application processes.

#### Third countries (outside EU, EEA and CH)

For business trips and deployments to non-European countries, business travelers must apply for a so-called **deployment certificate for the respective country**. This regulation does not apply to scholarship holders.

[Here](#), you can find further information and links for the corresponding application processes.

### 5.2.4 Miscellaneous

- The trip has to take place within 12 months after receiving the grant approval.
- Grant recipients are responsible for ensuring that they have adequate **health, accident, and casualty insurance coverage** during their research stay abroad. If the research stay abroad primarily serves the purposes of the personal scientific qualification of the (post)doctoral researcher (see application document), employees of KIT – as well as generally non-employees – have no insurance coverage through KIT (accident/liability insurance).
- Please note that non-German applicants who need a **visa for Germany** have to contact the corresponding aliens authority at their German place of residence in order to enquire about the regulations for re-entering Germany following the stay abroad. In general, the residence permit for Germany expires following a stay abroad that has a duration of more than six months.
- Since the travel application form remains with KHYS until the travel accounting process the grant recipient has to ensure that the KIT institute is informed about his or her absence during the research stay.

## 5.3 Obligations following the research stay abroad

**At the latest four weeks** after return from the stay abroad, the **official travel application form** will be completed in a personal meeting at KHYS upon presentation of the **original receipts and documents**. The final accounting is carried out by the travel expenses office of the University Sector pursuant to the provisions of the Baden-Württemberg travel expenses law (Landesreisekostengesetz, LRKG). Bases of the calculation are: advance payment, receipts for travel and accommodation, country-specific calculation of the daily and overnight allowance.

In addition, grant recipients have to submit a [final report](#) (download) of **five to ten pages** on their research stay abroad as a PDF file four weeks after return from the stay. The obligation to submit a report is a compulsory part of the Research Travel Grant.

If the research stay abroad funded by KHYS contributes towards a publication, KHYS must be informed of this. An appropriate reference to the funding received from KHYS must be added to the acknowledgement in the publication. Furthermore, the grant recipients agree that their contact details may be used by KHYS to inquire about support of KHYS in activities (e.g. field reports, interviews). The statement “The research stay abroad was funded by Karlsruhe House of Young Scientists (KHYS)” should be included in the acknowledgement of the doctoral thesis.

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