

## Guidelines

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

### 1. Objectives and Funding Principles

The Karlsruhe House of Young Scientists (KHYS) contributes towards international networking of junior researchers of the Karlsruhe Institute of Technology (KIT). The awarding of Research Travel Grants to doctoral researchers and postdoctoral researchers<sup>1</sup> who have graduated with a doctoral degree within the past two years forms part of this contribution by providing financial support to subsidize travel costs and living expenses for a research period abroad of 3-6 months. The support provided by KHYS is subject to the available funds.

### 2. Funding Requirements

All doctoral researchers and postdoctoral researchers<sup>1</sup> of the Karlsruhe Institute of Technology (KIT) who want to travel abroad within the framework of their research projects can generally apply for funding for research stays abroad. Funding is provided for 3-6 months 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 a doctoral researcher at KIT and have been officially accepted as a doctoral researcher by their department
- or be a postdoctoral researcher at KIT.
- They must be a member of the [KHYS Network](#).
- During their research stay abroad, they must continue to receive payment from their KIT institute (at least equivalent to the payment received for a half-time position in the remuneration grade TVL-E13).
- The research project abroad must not be a fundamental component of the applicants' doctoral studies but instead represent an expansion of these studies.
- Applicants must meet the application deadline stipulated.
- The application documents must be complete and formally correct.

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<sup>1</sup> Postdoctoral researchers can only apply for a Research Travel Grant within two years of completing their thesis defense (the month of the defense is crucial). The research stay must take place within these two years. The grant is not available to postdoctoral researchers who lead their own junior research groups (Emmy-Noether, Young Investigator Group etc.) and/or are members of the Young Investigator Network (YIN).

### 3. Funding Criteria

The following criteria will be taken into consideration for approval of grants depending on the stage of the doctoral research work (in years):

- Compliance with the funding requirements
- Expected added value of the research stay abroad (for the applicant's doctoral studies/research work, the applicant and the KIT working group)
- Previous research achievements
- Publications
- Prizes, awards and contributions to conferences, if applicable
- Grades of degree or doctoral degree
- Supervisor recommendation

### 4. Funding Amount

The amount granted is based on the support rates for doctoral researchers of the DAAD (German Academic Exchange Service).

**Funding will be provided for the following aspects (please note that the maximum amount granted by KHYS can not be exceeded):**

- Transfer with Deutsche Bahn trains to and from the airport in Germany (neither tickets for additional means of public transportation to the airport nor public transportation in the country where the research stay will take place can be reimbursed)
- Return flight
- Accommodation at the place of destination

In case of additional funding for the research stay abroad 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.

Following the final settlement via the department of travel expenses it may happen that money has to be paid back by the grant holder. This can be the case if funding requirements have not been met or the actual amount of money spent is less than the grant.

**Please note that the grant holder has to pay taxes starting on day 91 of the stay abroad.**

### 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

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

### Application form (approx. five pages):

- for doctoral researchers
- for postdoctoral researchers

### Attachments to the application form:

- Information on financing during the stay abroad
- Reference letter from the applicant's KIT supervisor (including the reason for the research stay abroad)
- Letter of invitation from the applicant's cooperation partner (= supervisor abroad) with official letterhead; e-mail invitations are not sufficient.
- CV: signed and dated and including the grades achieved in the applicant's high school examinations (e.g. "Abitur"), and university examinations, e.g. Bachelor and Master, "Vordiplom" (intermediate examination during the German Diploma course) and German Diploma
- Copies of the most recent university certificate
- Foreign academic degrees: result of the equivalence verification
- Doctoral researchers: Letter of acceptance as a doctoral researcher from the applicant's department
- Postdoctoral researchers: Submission of copies of their doctoral certificate and work contract. The contract must be valid for a period extending past the end of the research period abroad.

Applicants must fill in the documents digitally and submit them in the order listed above **as a single PDF file**. 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

After the KHYS Board has received the applications, it will promptly decide on the amount of funding to be provided. KHYS will then inform the applicants of the decision in written form. In case of approval, the applicant will receive a confirmation of funding stating the respective modalities.

The entire amount of funding will be paid in advance shortly before the start of the journey. In order to receive the funding grant holders will have to fill in the first page of the **travel authorization form** ("Dienstreiseantrag") that will be sent to them along with the confirmation of funding. In addition they have to fill in the missing information that is marked yellow in the **form for advance payments for the reimbursement of travel costs** ("Vorschuss auf Reisekostenvergütung"). These forms have to be

sent to KHYS along with the signed letter of intent ("Verpflichtungserklärung"). All of these documents have to be send in as originals (i.e. not in digital form). Please refer to the **information sheet** that grant holders will receive with their confirmation of funding for further information.

In case of **withdrawal**, the grant holder 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.

#### **Important information:**

Grant holders are responsible for ensuring that they have adequate **health and casualty insurance** during their research stay abroad.

### **5.3 Obligations following the Research Stay Abroad**

Following the return of the grant holder to Germany the final settlement will take place based on the travel authorization form. Grant holders have to hand in the form at the latest four weeks after their return to Germany. They have to personally hand in the form at KHYS and include the original receipts.

In addition, grant holders have to submit a **final report of five to ten pages** on their research stay abroad **as a PDF file**. The obligation to submit a report is a compulsory part of the Research Travel Grant. A corresponding report template can be found in the [download](#) area of the KHYS website.

If the research stay abroad funded by the KHYS contributes towards a publication, the KHYS must be informed of this and provided with a (digital) copy of the publication concerned. An appropriate reference to the funding received from KHYS must be added to the acknowledgement in the publication. Grant holders are also obliged to support KHYS activities if applicable (e.g. by providing information on experiences gained during their research stay abroad or by giving an interview).

The statement "The research stay abroad was funded by the Karlsruhe House of Young Scientists (KHYS)" should be included in the acknowledgement of the doctoral thesis. A (digital) copy of the dissertation has to be submitted to KHYS.

## **6. Points of Contact at the Karlsruhe House of Young Scientists (KHYS)**

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