



## Research Funding Guideline for Doctoral and Postdoctoral Researchers at Viadrina

*Enacted by the Presidential Board on August 21, 2019*

The university provides funds for doctoral and postdoctoral researchers at Viadrina with the aim of supporting various research-related activities.

### ***Which projects can be funded up to which amount?***

Funds can be acquired for different research-related projects which contribute to the individual research performance and career development of the researcher, and, ideally, to the research goals of the Viadrina (e.g. active conference participation; participation in subject-specific qualification programs; research travel for collecting data or sources; organization of workshops or network meetings at the Viadrina; publication, translation, or editing costs; data acquisition for empirical projects or purchase of data, etc.).

Projects can be funded up to a maximum of 500 EUR and 75 % of the total cost. Joint applications of up to three persons are possible (e.g. for organizing a joint workshop). The maximum funding amount is adjusted respectively.

Applications are processed by the Viadrina Center for Graduate Studies (VCGS). Only one project per person can be funded each year.

### ***What are the conditions for applying?***

1. Applications are submitted via a standardized form, which must be sent to the VCGS as an original document with all required signatures.
2. Eligible for funding are all doctoral and postdoctoral researchers who are members or affiliates of the university.
3. The research-related project must be endorsed via signature on the application form; in case of doctoral and postdoctoral researchers by their supervisor, in case of postdoctoral researchers without a supervisor at the Viadrina by the Dean / the head of the responsible institution.
4. Co-financing must be ensured and confirmed via signature of the co-financing institution.
5. The application must be submitted in due time, i.e. generally at least four weeks before the beginning of the project.
6. Implementation and billing of the project must be completed in the current accounting year. All documents necessary for billing must be submitted at the latest by December 1 of the respective year.
7. Depending on the cost type, certain documents must be provided and regulations followed during the application and billing processes. Details are listed in the annex to this guideline.

***How are the funds assigned?***

The funds are assigned after formal review by the VCGS in accordance to a “first come, first served” principle, until all available funds for the respective year are allocated. This procedure will be evaluated after one year.

In case of successful application, the applicant will be sent a positive notification. The payment of the grant will be processed after completion of the project and submission of all necessary documents.

***Contact Person for Applications and Billing***

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## Annex<sup>1</sup> to the Research Funding Guideline for Doctoral and Postdoctoral Researchers at Viadrina

The cost types listed below are eligible for application and billing. Other cost types will be reviewed on a case-by-case basis.

### 1. Travel Costs

Please note that **travel costs** will be reimbursed in accordance with the [legal regulations](#). Daily allowances can only be granted through co-financing (i.e., via a business trip application).

- When applying for **conference journeys**, please enclose proof of your active participation (invitation, program, etc.).
- Please submit original receipts for billing.

### 2. Accommodation Expenses

Accommodation expenses within Germany will be reimbursed in accordance with the [Bundesreisekostengesetz](#), accommodation expenses abroad in accordance with the [Auslandsreisekostenverordnung](#).

- Please submit original receipts for billing.

### 3. Funds for Organizing Workshops or Network Meetings

The subsidization of **workshops or network meetings** is only possible if they are organized primarily by doctoral or postdoctoral researchers of the Viadrina and if they take place either at the European University Viadrina or at the Collegium Polonicum.

Please refer to point 1 regarding the application for and billing of **travel costs**.

**Accommodation costs** for guests will be reimbursed in accordance with the business agreement with the hotels of the city of Frankfurt (Oder). At this point, a business agreement is in place with the CITY PARK HOTEL in Frankfurt (Oder). Please book the entire contingent of rooms with reference to this agreement.

- For billing, please submit an overall invoice for all accommodation costs related to the workshop/network meeting.

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<sup>1</sup> The following regulations are based on the „Richtlinie zur Vergabe von Sachmitteln für Nachwuchswissenschaftlerinnen und Nachwuchswissenschaftler der Europa-Universität Viadrina“ of September 6, 2017.

- Please note: All **catering** must be approved beforehand in accordance with the [Bewertungsrichtlinien der Europa-Universität Viadrina](#). Please contact the VCGS in this respect. A cost estimate must be provided when applying.

#### 4. Participation Fees

Participation fees for conferences and subject-specific qualification courses can be reimbursed up to a maximum amount of 500 €. Please submit the original bill.

- **Conference fees** can only be funded in case of active conference participation. Please submit evidence (invitation, program, etc.) when applying.
- Fees for **qualification courses** can only be funded in case the VCGS key qualifications' program or the curriculum of the faculties does not cover their subjects.

#### 5. Funds for Publications (incl. open access), Translations, and Editing

The subsidy will be paid directly to the publisher/provider of the respective service once the VCGS receives the original bill. Far-reaching changes with regard to the publication, e.g. a change of the publisher, must be discussed with the VCGS.

- Please submit a cost estimate when applying.

#### 6. Funds for the Acquisition / Purchase of Data

The subsidy will be paid directly to the provider of the respective service once the VCGS receives the original bill.

- Please submit a cost estimate when applying.