

## Announcement

### Conference or congress travel grants

To facilitate early integration into the scientific community and to encourage independent activities to present and defend their own research results in front of as wide an audience as possible, the Graduate School offers conference or congress travel grants upon application that allow recipients of the grant to travel to and partake in national and international conferences and congresses and thus achieve the above-mentioned goals.

The travel allowances are capped at €350/person for national conferences in Germany, at €700/person for international conferences in other European countries, and at €1,000/person for international conferences in non-European countries.

The travel allowances cover:

- Travelling expenses in accordance with the University of Cologne's guidelines on travelling expenses
- Costs for accommodation up to the applicable domestic and international flat rates for overnight stays
- Participation fees
- Where appropriate, membership fees. Note: Applies only if the sum of the membership fee and the reduced participation fee for members is lower than the participation fee alone would be for non-members.
- Where applicable, for people with disabilities or chronic illnesses: particular measures to ease the burden of travelling (e.g. first-class tickets, special accommodation needs; transport costs on site).

Any additional costs, such as catering costs or the cost for extra-curricular activities, CANNOT be paid for by the Graduate School.

In exceptional cases, participation in a conference/congress can be funded without active contribution to said event if, and only if, the programme (or the announcement thereof) does not intend for participants to make contributions in the first place and if the event is of obvious academic/scientific relevance and promises to yield clear and immediate benefits for the applicant's PhD project.

#### ***Who can apply?***

Members who contribute actively to the programme of the Graduate School, and do so voluntarily and regularly, are entitled to apply for conference or congress travel allowances. Regular activities (generally once a year) that entitle a member to apply include:

- Presentation and debate of the individual member's research project at specific presentation days, in colloquia or at other events hosted by the Graduate School
- Contributions (talks, papers, chairing of workshops or parts thereof, presentation of results or methodology, etc.) at events hosted by the Graduate School or partner organisations, e.g. guest lectures, workshops, seminars, field trips
- (Joint) organisation or presenting of events, e.g. seminars, workshops, guest lectures or field trips
- Joint organisation of or participation in networking events of the Graduate School ("Stammtisch"/social meetings, welcome days)
- Making specific recommendations (proposals) for events (e.g. workshops, conferences, congresses) and help organising them

- Serving on the doctoral committee (“Promotionsausschuss”) or commitment to working groups (“Arbeitsgruppen”)
- Serving as a doctoral representative on the Graduate School’s board

Additional forms of active membership not listed above may also entitle a doctoral student to apply for an allowance if they constitute clearly defined personal contributions to the programme of the Graduate School and are equal to the above examples.

Applicants who obtained membership of the Graduate School before 1 August 2016 are exempt from the condition of an “active membership” and can apply even if they do not meet the above-mentioned criteria.

### ***Which application documents are needed?***

The application for obtaining a conference or congress travel grant should include:

- A written statement, detailing the reasons for applying as well as the importance of attending the conference and its relevance for the dissertation project in an understandable way, even for those not familiar with the respective discipline (roughly 1-2 pages). This explanation should also inform about the applicant’s activities that entitle him or her to apply for an allowance (see list above).
- Information/proof from the event’s host about the type of event, duration, programme and participation fees (screenshots of the website, programme booklet, invitation letter, etc.)
- An abstract of the applicant’s contribution to the conference/congress and proof that the contribution has been accepted
- A calculation of costs for participation fees, travelling expenses and accommodation (if possible, please already include receipts)
- A written statement that no other funding has been obtained or, alternatively, information about the amount of funding if the applicant is funded partially by a third party
- If applicable, proof of chronic illness or disability (Please note: If you refer to a disability or chronic illness in your application, please also include the appropriate proof in the usual form. Without proof, a disability or chronic illness unfortunately cannot be considered in the decision on the application.)
- A letter of recommendation from the first supervisor.  
The recommendation is expected to support the rationale for the application and the examination of the application with regard to the selection criteria (see below) from a specialist perspective.

### ***Who decides upon the applications?***

Based on all applications, the board of the Graduate School debates four times a year whether to grant the applicant an allowance and also decides upon the respective funding amounts. The following deadlines apply:

- 15 September
- 15 December
- 15 March
- 15 June

Please allow for the fact that several weeks may elapse between the application deadline and the decision on the individual applications.

### ***What are the selection criteria?***

The following criteria will be taken into consideration:

- Plausibility of reasoning of the application
- Scientific/academic quality, originality and relevance to the discipline of the project
- Pertinence/relevance of the conference topic for the PhD project
- Importance of the trip for the development of the PhD project, for the development of the applicant (academic/scientific or professional development) or for networking
- Cost-benefit-relation
- Potential advance concessions or payments made by the applicant (membership fees, publications, etc.)
- Particular burdens (disabilities, chronic illnesses, family obligations)

If it is not possible to make a selection on the basis of these criteria the board of the Graduate School will also take into consideration the quality and quantity of research and other academic performances of the applicant at the time of application.

### ***How to claim expenses?***

To claim expenses, please use the University of Cologne's form for travelling expenses claims. You will need to send in all receipts (originals) together with the filled-in form within four months of the conference/congress. Please leave the boxes "Finanzierung: Kostenstelle oder PSP-Element (Pflichtangabe)" as well as "Unterschrift der/des Verantwortlichen" at the end of the form blank; those will be filled in by the Graduate School.

Please send in your application for a conference or congress travel grant by mail or e-mail (as a single PDF file) to:

Graduate School of the Faculty of Human Sciences

"Managing Diversity and Transition – Vielfalt und Wandel gestalten"

Gronewaldstrasse 2

50931 Cologne

[Graduiertenschule-HF@uni-koeln.de](mailto:Graduiertenschule-HF@uni-koeln.de).