

Application Guidelines for Funding

Please specify the funding point of the call in your application!

Application requirements: Employment and/ or doctoral studies at the University of Potsdam, Faculty of Human Sciences

Please note: Flights within Germany will only be reimbursed upon prior request and specifying the respective reasons; please, use the train!

1. Internationalization

Informal application

- a. Young researchers invite international guests, e.g. for consultations; minimum stay 2 nights (condition: guest at UP in connection with a connecting trip in Germany)
- b. Young researchers conduct or chair international conferences or workshops at the University of Potsdam; assumption of material expenses incurred for organizing the event; minimum stay 2 nights
- c. Start-up funding to establish international/ binational degree courses or programs
- d. Proofreading after submission to international editors or of articles returned for revision, abstracts, etc. Please provide evidence regarding revision.
- e. Master and PhD students in Cotutelle procedures of the Faculty of Human Sciences - apart from IDEALAB: exchange of junior researchers, primarily for the partner universities and priority regions of the University of Potsdam: Russia, Poland, France, Turkey, Central and South America, Australia, Israel, Southern Africa, USA
 - Travel expenses program: accommodation costs up to € 600/month for up to 6 months, plus congress fees, plus travel allowance (other European countries: up to € 1,000, outside Europe up to € 1,500)
 - Informal application specifying the expected costs: detailed presentation of the planned scientific exchange; proof of integration of studies abroad into the studies; recommendation/ approval by a professor/lecturer from both institutions; written agreement of both institutions on the Cotutelle procedure

2. For young researchers: as start-up financing for preparing project applications

Application including project outline, details about the intended expenses, funding organization, schedule with details about application date, information to the FNK if, when and where the application has been submitted

3. Travel expense allowance for PhD students and/or employees of the university Potsdam during their doctoral studies

Please note: Subsidies, for example, from FNK or PoGS funds, for business travel within a third-party funded project are not possible.

Mandatory: active contribution to conference

1. Preliminary or initial application to DAAD; if initial application is not submitted to DAAD, please state the respective reasons in your application to the Commission for Research and Young Academics (FNK). Application period at DAAD: 4 months; BUT: application can be submitted from the date of "call for papers", an approval for a poster or presentation is not yet required at the time of application. It will be handed in later after approval.

2. Preliminary application: PoGS or other non-faculty institution

It is possible: to submit an application in parallel to the FNK of the faculty using the respective application form

Submission of travel expenses to the respective secretariat

After travel expenses have been claimed, submit accounting sheet to the travel reimbursement office at the Dean's Office.

4. Travel expense allowance for postdocs after completion of doctorate

Please note: Subsidies, for example, from FNK or PoGS funds, for business travel within a third-party funded project are not possible.

Mandatory: active contribution to conference

1. Preliminary or initial application to DAAD; if initial application is not submitted to DAAD, please state the respective reasons in your application to the Commission for Research and Young Academics (FNK). Application period at DAAD: 4 months; BUT: application can be submitted from the date of "call for papers", an approval for a poster or presentation is not yet required at the time of application. It will be handed in later after approval.

2. Preliminary application: PoGS or other non-faculty institution

Submission of travel expenses to the respective secretariat

After travel expenses have been claimed, submit accounting sheet to the travel reimbursement office at the Dean's Office.

5. Travel expense allowance for research stays of PhD students and postdoc fellows

Mandatory: Approval of further funding (e.g. PoGS)

Informal application

Allowance is limited to the amount of the initial subsidy (no assumption of daily allowance)

Please give special reasons for the application!

6. Funding of subjects required by PhD and postdoc students, one-off reimbursement up to € 750

Brief abstract of research topic and the resulting necessity of subjects

7. Other applications

Informal application