



INFORMATION ON APPLICATIONS FOR CONFERENCE ORGANIZATION SUBSIDIES

for members of the Potsdam Graduate School (Status: August 2022)

The Potsdam Graduate School (PoGS) may grant subsidies for conference organization to PhD candidates, temporarily employed postdocs, junior professors and newly appointed professors of the University of Potsdam and its associated institutes. These grants are intended to support applicants in independently organizing scientific events (e.g. congress, symposium, colloquium, summer school, etc.) at the University of Potsdam, as well as to enable them to present their research results and network with researchers from other research institutions.

PoGS members can submit one application for a conference organization subsidy per year. Applications can only be considered if financial means are still available in the respective month of the event. Secondary and further applications will initially be deferred.

APPLICATION DEADLINE

There is no application deadline. You can submit your application for a conference organization subsidy at any time, but it has to be done **prior to the start of the event**.

The PoGS will answer requests as soon as possible in the order they are received.

CONDITIONS FOR SUBSIDY

- 1) **Membership** in the Potsdam Graduate School.
- 2) **Independent organization** of the event by the applicant.
- 3) The scientific event **takes place at the University of Potsdam** or, in case of virtual events, is hosted by the University of Potsdam.
- 4) The applicant participates in the event and preferably presents his or her own research results as a poster or talk, or moderates the event (**applicant's contribution**).

THIRD-PARTY AND PROJECT FUNDS

If the subsidy requested here is financed by third-party or project funds (e.g. DFG), a subsidy from the PoGS is not possible afterwards. A grant from the Potsdam Graduate School represents additional internal funding, which would reduce the original grant from the funding agency. This fact would have to be reported to the funding agency. Please also note the guidelines of the respective funding agency. In individual cases, please contact us before submitting your application.

SUBSIDY RATES

The **maximum rate** for a subsidy for conference organization is **600 Euros**. This amount may be used to cover speaker fees as well as travel costs for invited speakers.

Please note: The PoGS only provides co-financing. Please also consider other funding possibilities (e.g. from the DAAD).

SETTLEMENT OF ACCOUNTS

As soon as your application is considered, you will receive information on the terms of use and details on settling the account. Your faculty/institute/professorship is responsible for billing the allocated funds. All necessary documents (e.g. [travel costs reimbursement form](#)) must first be handed in there (**not** to the Potsdam Graduate School). Please contact your responsible head of administration in this regard. Please note that travel expenses are reimbursed by the PoGS in accordance with the German Travel Expenses Act (BRKG).

The settlement of accounts has to be completed **within 4 weeks after** the event.

If you have any questions, please don't hesitate to contact us: pogs@uni-potsdam.de.