

## INFORMATION ON APPLICATION FOR TRAVEL COST SUBSIDIES (including participation costs)

for members of the Potsdam Graduate School • **PhD candidates** (Status: August 2025)

The Potsdam Graduate School (PoGS) can grant travel allowances (including participation costs) to PhD candidates of the University of Potsdam (UP) and those who are employed at a non-university partner institute and are doing their doctorate at the UP. These grants are intended to enable participation and presentation of the dissertation project at scientific events (conferences, symposia, colloquia, summer schools, etc.) as well as exchange with scientists from other research institutions.

Members of the PoGS can submit one application per calendar year for a travel grant (including participation costs). Applications can only be considered if the PoGS still has funding available in the month of travel or event. The application is allocated according to the respective travel month and not according to the time of receipt of the application.

### APPLICATION DEADLINE

There is no application deadline. You can submit an application for a travel allowance (including participation costs) to PoGS at any time. However, the application must be submitted **at least 4 weeks before the start** of the journey.

**Please note:** Travel after the defence can only be funded if they are undertaken within the first 6 months after the defence and are related to the doctorate. The application must be submitted no later than 3 months after the defence.

PoGS will endeavour to issue a decision as soon as possible in relation to the date of application.

### CONDITIONS FOR SUBSIDY

- 1) **Membership** in the Potsdam Graduate School.
- 2) Presentation of your own research results as a poster or talk at a scientific event (e.g. congress, symposium, colloquium, summer school, etc.).
- 3) Of course, we also encourage participation in virtual conferences.
- 4) Please note the respective maximum rates.

#### **Please note:**

There are no sufficient financial means for research stays, data collections or archive visits.

### **THIRD PARTY AND PROJECT FUNDS**

If your trip 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 **subsidy amount** depends on the travel destination. Please note the following **maximum rates** for travel subsidies (including attendance fee):

- virtual conferences: **300 Euros**
- Germany: **500 Euros**
- Europe and Russia (European part): **700 Euros**
- Africa, Asia, Australia, New Zealand, America and Russia (Asian part) **1.000 Euros**

**Please note:** The Potsdam Graduate School only provides co-financing. Please also consider other funding possibilities (e.g. by the [DAAD](#)).

### **SETTLEMENT OF ACCOUNTS**

As soon as your application is considered, you will receive information on the terms of use regarding the settlement of accounts. Your faculty/institute/professorship is responsible for billing the allocated funds. All necessary documents (business travel application, travel costs reimbursement form, etc.) 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 in accordance with the German Travel Expenses Act (BRKG).**

### **PRE-PAYMENT**

You can receive a pre-payment of up to 80% of the anticipated costs if your travel expenses exceed 200 Euros. The application and settlement of accounts will be effected by your faculty/institute/professorship.

The settlement of accounts has to be done **within 4 weeks** after returning.

If you have any questions, please do not hesitate to contact us: [pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de).