

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

for members of the Potsdam Graduate School • **Postdocs** (Status: January 2026)

The Potsdam Graduate School (PoGS) can grant travel allowances to temporarily employed Postdocs, Junior and Tenure Track Professors at the University of Potsdam. These grants are intended to enable the participation and presentation of the results of their own research at scientific events (congresses, conferences, symposia, colloquia, etc.) as well as the exchange of experience with scientists from other research institutions. Grants are awarded within the scope of available funds.

The maximum funding **amount per person and year is 2.500 Euros** total from all funding lines, excluding individual coaching and conference organization.

APPLICATION DEADLINE

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

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.

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.



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.