



## INFORMATION ON APPLICATION FOR TRAVEL COST SUBSIDIES

for members of the Potsdam Graduate School • **PhD candidates** (Status: August 2022)

The Potsdam Graduate School (PoGS) grants traveling cost and/or attendance fee subsidies to PhD candidates of the University of Potsdam and its associated institutes to attend scientific events (e.g. congress, symposium, colloquium, summer school, etc.). Travel cost subsidies provide the opportunity to present research results during the PhD phase.

Members of the PoGS can submit one application for a travel/attendance costs subsidy per year. Applications can only be considered if financial means still remain in the respective month of travel/attendance. Secondary and further applications will initially be deferred and reconsidered within 6 months after the start of the journey if funding is still available.

### APPLICATION DEADLINE

There is no application deadline. You can submit your application for travel cost or attendance fee subsidies at any time, but it has to be done **prior to the start of the journey**.

**Please note:** Travel directly related to the dissertation after the defense can only be funded if it is completed within the first six months after the thesis defense. Applications must be submitted during the valid membership period, i.e. up to three months after the thesis defense.

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) Presentation of your own research results as a poster or talk at a scientific event (e.g. congress, symposium, colloquium, summer school, etc.). Of course we also encourage participation in virtual conferences. 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**

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The **subsidy amount** depends on the travel destination. Please note the following **maximum rates** for travel subsidies:

- Germany: **300 Euros**
- Europe and Russia (European part): **400 Euros**
- Africa, Asia, Australia, New Zealand, America and Russia (Asian part): **700 Euros**

In addition, you can apply for an **attendance fee** subsidy. Please note the following **maximum rates** for attendance subsidies:

- Events in Germany: **100 Euros**
- Events abroad: **200 Euros**
- Virtual conferences: **200 Euros**

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

## **SETTLEMENT OF ACCOUNTS**

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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 by the PoGS in accordance with the German Travel Expenses Act (BRKG).

## **PRE-PAYMENT**

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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 don't hesitate to contact us: [pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de).