



INFORMATION ON APPLICATION FOR TRAVEL COST SUBSIDIES

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

The Potsdam Graduate School (PoGS) grants traveling cost and/or attendance fee subsidies to temporarily employed postdocs, junior professors and newly appointed professors of the University of Potsdam to attend scientific events (e.g. congress, symposium, colloquium, summer school, etc.). Travel cost subsidies provide the opportunity to present research results and to make them accessible to a scientific audience.

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**.

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.
- 3) Obligation to report: You must hand in a short, informal report via email to the PoGS no later than four weeks after the termination of the funding (pogs@uni-potsdam.de).

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 by the PoGS 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 don't hesitate to contact us: pogs@uni-potsdam.de.