

Information on Application Travel Costs Subsidy

for members of the Potsdam Graduate School / PhD candidates

Status: September 2020

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

Members of the PoGS can submit one application of travel/attendance costs subsidy per year. Applications can only be considered if financial means are still left in the respective month of travel/attendance. Secondary and further applications will first be deferred and reconsidered within 6 month after start of journey if financial means are left.

APPLICATION DEADLINE

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

Please note: Travel directly related to the dissertation after the disputation 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 your request as soon as possible in consideration of the submission date.

CONDITIONS FOR SUBSIDY

1. Membership in the Potsdam Graduate School.
2. Presentation of your own research results as poster or talk in a scientific event (e.g. congress, symposium, colloquium, summer schools 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 by the PoGS is not possible afterwards. A grant from the Potsdam Graduate School represents additional own funds, 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 subsidy:

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

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

- Events in Germany: **100 Euro**
- Events abroad: **200 Euro**
- Virtual Conferences: **200 Euro**

Please note: The PoGS 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 terms of use details on 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 maximum 80% of the expected costs if your travel expenses exceed 200 Euro. The application and settlement of account will be effected by your faculty/institute/professorship.

The settlement of account 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.