

Guidelines for funding the international activities of young researchers (version dated April 26, 2023)

1. Who is eligible for funding?

- All research associates without a habilitation at the department including assistant professors who have not yet had their interim evaluation.
- Care is taken to ensure that as many young researchers as possible receive funding. This means that funding can be provided to all staff a maximum of two times during an academic year (winter and summer semester).

2. What is funded?

- Presentations (in a language other than German) at competitive international conferences (with a selection procedure). Prerequisite: Presentation has been accepted by the organizers and is available in writing.
- Presentations (in a language other than German) at a partner university abroad. Prerequisite: Presentation is available in writing and promotes the image of the Faculty.
- Funding cannot be awarded twice for two presentations on the same date at the same conference or at the same partner university.
- Applications for funding for a presentation must be made **without delay** after the conference has finished, since travel expenses can only be refunded for conferences if the trip to the conference took place less than six months before the decision is made by the committee.

3. Which costs are reimbursed and up to which amount?

- Costs directly connected to the presentation such as travel and accommodation costs, conference fees, etc. are reimbursed.
- The maximum amount of funding available for each young researcher per academic year is 1,600 euros and depends on the availability of funding. The funding may not exceed the expenses incurred and must be verified by original receipts.

4. Who makes the decision about funding?

- The funding committee. It meets at least three times a year (usually at the beginning of February, the beginning of July and the beginning of November).

The funding committee currently comprises the following members: Prof. Dr. Nicole Kimmelman, Prof. Dr. Tobias Wolbring and Prof. Dr. Claus Schnabel (chairperson of the commission) and Dr. Verena Hoßnofsky (representative of the research associates).

5. Where and how can I apply?

- Applications can be made to a member of the funding committee, preferably to the chairperson. The application should include a written application for funding (without a form), which shows which activities the funding is for. The following must be included:
 - a) Confirmation that the presentation has been accepted (not applicable for presentations at a partner university)
 - b) A written copy of the presentation (slides or entire paper)
 - c) The original approval of the business journey (whereby no cost center may be entered for the travel expenses and the following must be added by hand: "Waiver of reimbursement from funding from the Chair or travel costs assistance")
 - d) List and original receipts of expenses incurred
 - e) Completed travel expense claim form (form R0020, with the following information on page 1: address, payment reference "Nachwuchsförderung" and bank details, page 2 must be completed in full)
 - f) A declaration that no other funding has been granted or travel expenses have been reimbursed elsewhere.

6. When can I apply?

- Any time after completing the activity and if the preconditions in sections 2 and 5 above have been met.

7. Further information

- Available from any member of the funding commission. An up-to-date version of these guidelines and further information is available on the homepage of the department.

8. Right of appeal

- There is no right of appeal.

Nuremberg, April 26, 2023

Signed Hoßnofsky/Kimmelman/Schnabel/Wolbring